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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 38]

भोपाल, शुक्रवार, दिनांक 22 सितम्बर 2023—भाद्र 31, शक 1945

भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद में पुरःस्थापित विधेयक
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अंतिम नियम

महिला एवं बाल विकास विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 21 जुलाई 2023

क्र. 1921-1103013-2022-पचास-2.- मध्यप्रदेश लाडली लक्ष्मी (बालिका प्रोत्साहन) अधिनियम, 2018 की धारा 9 द्वारा प्राप्त शक्तियों को प्रयोग में लाते हुए राज्य शासन, एतद्द्वारा मध्यप्रदेश लाडली लक्ष्मी (बालिका प्रोत्साहन) योजना नियम, 2020 में निम्नलिखित संशोधन करती है :-

संशोधन

- नियम 4 में उपनियम (3) में खण्ड (3) निम्नानुसार प्रतिस्थापित किया जाए :-

“कालातीत प्रकरणों पर गुण दोष के आधार पर यथोचित निर्णय कलेक्टर द्वारा किया जाएगा. स्वीकृति के पूर्व हितग्राही बालिका के परिवार की ओर से आवेदन में प्रकरण में हुए विलंब के कारणों की सूक्ष्म जांच कर संतुष्ट होने के उपरांत ही प्रकरण कलेक्टर द्वारा स्वीकृत किया जाएगा”

2. नियम 4 में उपनियम (3) में खंड (4) का लोप किया जाए.
3. नियम 9 में उपनियम (1) में शब्द "1.18,000/- (एक लाख अठारह हजार रुपए)" के स्थान पर शब्द "1.43,000/- (एक लाख तैतालिस हजार रुपए)" प्रतिस्थापित किया जाए.
4. नियम 9 में उपनियम (1) में खण्ड (5) निम्नानुसार प्रतिस्थापित किया जाए :-
 "कक्षा 12वीं के पश्चात् स्नातक या व्यावसायिक पाठ्यक्रम (न्यूनतम दो वर्ष की अवधि) में प्रवेश लेने के समय यह राशि पाठ्यक्रम अवधि के प्रथम एवं अंतिम वर्ष में दो बराबर किश्तों में दी जाएगी— रुपए 25000/- (पच्चीस हजार रुपये) मात्र"
5. नियम 9 में उपनियम (1) में खंड (6) निम्नानुसार स्थापित किया जाए :-
 "21 वर्ष की आयु पूर्ण करने पर रुपए 1,00,000/- (एक लाख रुपए) मात्र"
6. नियम 9 में उपनियम (1) में द्वितीय परंतुक को निम्नानुसार प्रतिस्थापित किया जाए :-
 "परंतु खण्ड छः के अधीन लाभ प्राप्त करने हेतु कक्षा 12वीं की परीक्षा में सम्मिलित होने के प्रमाण स्वरूप 12वीं की अंकसूची दी जाना होगी तथा बाल विवाह प्रतिषेध अधिनियम 2006 में विवाह हेतु निर्धारित न्यूनतम आयु 18 वर्ष के पश्चात् विवाह किए जाने का पालन किया जाना होगा."

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

अजय कटेशारिया, उपसचिव.

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 सितम्बर 2023

क्र. आर-83-सीसी-23-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, ज्ञानवीर निजी विश्वविद्यालय, सागर के प्रथम परिनियम क्रमांक 1 से 37 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 1 से 37

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

GYANVEER UNIVERSITY, SAGAR

STATUTE – 01

ESTABLISHMENT OF UNIVERSITY: DEFINITIONS, VISION, MISSION, OBJECTIVES AND FUNCTIONS

1.1 Short title, Scope and Commencement

1.1.1 The "Statutes" means the Statutes of the Gyanveer University, Sagar, Madhya Pradesh. Hereafter, the University means Gyanveer University.

1.1.2 These Statutes shall come into force with effect from the date of Publication in the Official Gazette and the approval thereof, by M.P. Private University Regulatory Commission.

1.1.3 These statutes shall be in accordance with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in from time to time. If there be any difference in the provisions of the statutes or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall prevail.

1.1.4 Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

1.1.5 The Jurisdiction for Legal Matters: All matters pertaining to any act/law shall be the subject of the jurisdiction of District Court Sagar, Madhya Pradesh.

1.2 Definitions: in this statute, unless the context otherwise requires

1.2.1 "State", "State Government" and "Government" shall mean, the Government of the State of Madhya Pradesh, India.

1.2.2 'Act' or 'Adhiniyam' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007), as amended from time to time.

1.2.3 'Visitor' as prescribed in the Act 2007, means the Visitor of Gyanveer University, i.e. his/her Excellency, the Governor of the State of Madhya Pradesh.

1.2.4 'Academic Council' means the Academic Council of Gyanveer University, Sagar.

- 1.2.5 "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study.
- 1.2.6 "Branch" of Courses of Study, means the area of the specialization of the study of any of the programs of respective School/Faculty.
- 1.2.7 "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University
- 1.2.8 'Section', 'Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively.
- 1.2.9 'Chancellor' means Chancellor of Gyanveer University.
- 1.2.10 'Pro Chancellor' means Pro Chancellor/s of Gyanveer University.
- 1.2.11 'Vice-Chancellor' means the Vice-Chancellor of Gyanveer University.
- 1.2.12 'Pro Vice Chancellor' means, Pro-Vice-Chancellor of Gyanveer University
- 1.2.13 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of Gyanveer University.
- 1.2.14 'Dean of Faculty' means the academic head of the Faculty of the University.
- 1.2.15 'Convocation' means the convocation of Gyanveer University.
- 1.2.16 'Courses(s)' means prescribed area(s) or course(s) of study of program and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the university
- 1.2.17 "Controller of Examination", means the principal officer in-charge to discharge the overall responsibility to conduct and supervise of all matters of examinations held by the University.
- 1.2.18 "Detained student", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason.
- 1.2.19 "Doctoral Programs", means the Ph.D./Doctorate/Research Programs in the respective branches/departments of the respective School/Faculty.
- 1.2.20 "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).
- 1.2.21 "Examination Hall", means the examination place, room, location, where students have to appear for the respective examinations.

- 1.2.22 "Examination Pattern", means the system of the examination being followed by the University.
- 1.2.23 "External Examiner", means the examiner from other University /Institution.
- 1.2.24 "Internal Examiner", means the examiner from a teaching School of the University.
- 1.2.25 "Ordinances", means ordinances of the Gyanveer University.
- 1.2.26 "Post Graduate Programs", mean the Master's Degree Programs in the respective branch/department of the respective School/Faculty.
- 1.2.27 "Regulation", means the regulation made under the provisions of the Act.
- 1.2.28 "Undergraduate Programs", means the Bachelor's Degree programs in the respective branch/department of the respective School/Faculty.
- 1.2.29 "Sponsoring Body" means Gyanveer Seva Samiti, registered under Madhya Pradesh Society Registrikaran Adhiniyam, 1973, Act of Govt. of Madhya Pradesh.
- 1.2.30 "Course Coordinator" means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.2.31 "Degree/Diploma Programs", means the Degree/Diploma Programs in the respective schools.
- 1.2.32 "Degree/Diploma" means, the Bachelor's Degree/Diploma of the University as may be approved by the Governing Body of the University.
- 1.2.33 "Institution", means an institution including existing one or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University.
- 1.2.34 "Investigator", means the person in charge of a project allotted to him/her by any of the research organizations like DST/CSIR etc. along with financial support/grant or a consultancy service allotted along with financial support.
- 1.2.35 "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall.

- 1.2.36 "Management", means the Governing Body or any authority or officer of the University, designated by the Governing Body, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.
- 1.2.37 "Prescribed", means prescribed by the Statutes.
- 1.2.38 "Programs of Study", means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program.
- 1.2.39 "Records and Publication", means the records and publication of the University.
- 1.2.40 "Regular Student", means the student who is studying in full time program running in the University in the respective academic year, and seeks permission to appearing in examination of the University as such.
- 1.2.41 "School Moderation Committee" means the committee appointed by the Vice Chancellor for each School to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consists of all course coordinators as members.
- 1.2.42 "Semester System", means the temporal plan of the Academic work in the University, in which, the academic year is divided into two independent semesters like even (January -June) and odd (July -December), for purpose of delivery of course work, evaluation and monitoring of the progress of students.
- 1.2.43 "Academic Year": It is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. It may be semester-wise or annual with the approval of university academic council as per the norms of concerned regulatory authority.
- 1.2.44 "Choice Based Credit System (CBCS)": The CBCS provides choice for students to select from the prescribed courses (core, electives or minor or soft skill courses).
- 1.2.45 "Course": A basic unit of education and/or training. A course or collection of courses forms a program of study.
- 1.2.46 "Credit Point": It is the product of a grade point and number of credits for a course.

- 1.2.47 "Credit": Unit of measure of course work. Each course may be allotted credits in proportion to the time expected to be devoted by the student to that course.
- 1.2.48 "Cumulative Grade Point Average (CGPA)": Weighted average of the grade points obtained in all courses registered by the student across semesters.
- 1.2.49 "Grade Point": Numeric weightage attached to each letter grade.
- 1.2.50 "Evaluation": The process of making judgments based on evidence and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.
- 1.2.51 "Letter Grade": Index of performance resulting from the transformation of actual marks obtained by a student in a course.
- 1.2.52 "Program": A collection of courses in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Certificates/ Diplomas/ Degrees.
- 1.2.53 "Assessment": The process of collecting, recording, scoring, describing and interpreting information about learning.
- 1.2.54 "Examination": it is a quantitative measure of learners "performance and is usually held at the end of the academic session or semester.
- 1.2.55 "Result": Outcome of an assessment/ evaluation which may be expressed in different forms such as marks, letter grade, GPA, etc.
- 1.2.56 "Reliable Assessment": Ensures consistency in the assessment made by the same and/or other assessors with respect to the same learning outcome for a course or a program.
- 1.2.57 "Rubric (Assessment Rubric)": A rubric for assessment, also called a scoring guide, is a tool used to interpret and grade student's against criteria and standards.
- 1.2.58 "Semester Grade Point Average (SGPA)": Performance of a student in a given semester. It is a measure of performance of work done in a semester.
- 1.2.59 "Semester": Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.2.60 "Transcript or Grade Card or Certificate": Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The

grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and the CGPA earned until that semester.

- 1.2.61** "Allowed to keep term (ATKT)" A system of promotion wherein students who have yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 1.2.62** The 'University' means, the Gyanveer University, Sagar, established and incorporated by under State Act.
- 1.2.63** "Governing Body" means the Governing Body of the Gyanveer University constituted as per the act.
- 1.2.64** "Board" means, the Board of Management of Gyanveer University.
- 1.2.65** "Board of Studies" means the Board of Studies of all the subjects in different Faculties/Schools.
- 1.2.66** 'School/ School of Studies' means, the various schools or study/ disciplines of study, of the Gyanveer University.
- 1.2.67** 'Department' means a Department of Studies and includes Centre of Studies of the University under a School of Study.
- 1.2.68** 'Registrar' means the Registrar of Gyanveer University, Sagar.
- 1.2.69** 'Dean' means, Head of a faculty of the University.
- 1.2.70** 'Teacher' means, teaching member of the University as defined by the UGC.
- 1.2.71** 'Student' means a person enrolled in the university for pursuing a course of study for the award of a degree, diploma, certificate or other academic distinction.
- 1.2.72** 'Administrative Officer' (AO) means an officer looking after the day-to-day administrative work of the Gyanveer University, Sagar.
- 1.2.73** 'Employee' means any person working on the payroll of the University
- 1.2.74** 'Endowment/Corpus Fund' means the endowment/corpus fund of University. An investment fund set up by University/ Individual/Group of persons/ Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statues/ Ordinances/ Regulations.
- 1.2.75** 'School/Faculty' means the School/Faculty of the University (the various Academic Schools) headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) are taught leading to the

conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.

- 1.2.76** 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- 1.2.77** 'Other Backward Classes' mean the communities, castes and tribes notified by the State Government from time to time under Article 15(4) and Article 16(4) of the Constitution.
- 1.2.78** 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
- 1.2.79** 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India.
- 1.2.80** 'School of Studies' means an institution maintained by Gyanveer University as a place of higher learning and research.
- 1.2.81** 'Fee' means the collection made by Gyanveer University from the students by whatever means it may be called.
- 1.2.82** 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
- 1.2.83** 'National Assessment and Accreditation Council (NAAC)' means a statutory body of autonomous institution of the University Grants Commission.
- 1.2.84** 'Qualification' means Degree or Diploma, or any other qualification awarded by Gyanveer University, Sagar.
- 1.2.85** 'Regulatory Commission' means the Madhya Pradesh Private University Regulatory Commission (MPPURC) established under section 36 of the Madhya Pradesh Act, 2007.
- 1.2.86** "Regulatory Council" means the All-India Council for technical Education (AICTE) established under the All-India Council for technical Education Act, 1987 (52 of 1987), the Bar Council of India (BCI) constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects (COA) established under the Architects Act, 1972 (20 of 1972), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Adhiniyam, 2000 (No. 1 of 2001) or the Pharmacy Council of India (PCI) constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing

Council (INC) constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), National Council for Teacher Education (NCTE) established under the National Council for Teacher Education Act, 1993 (73 of 1993), the Central Council of Yoga and Naturopathy established as an autonomous body under the Department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research (ICAR) established as a Registered Society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India and National Council of Rehabilitation of India established under the provisions of the National Council of Rehabilitation of India Act, 1992 (34 of 1992) or any other central or a State Government for laying down the norms and conditions for ensuring standards of higher Education from time to time as the case may be.

- 1.2.87** 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education established in November 1956.
- 1.2.88** 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities online from the campus to the regular students of the University.
- 1.2.89** 'Research Degrees' the Degree of Ph.D. or any other Degree awarded under UGC (Minimum Standards and Procedure for Awards of M.Phil/Ph.D Degree) Regulation, and its amendment from time to time.
- 1.2.90** 'Skill Development' means the Skill or Vocational Training imparted to the students for the purpose of their skills or knowledge to Train for the vocational up brining as per the Provisions of the National Skill Development Council or the University Grants Commission Guidelines for providing Skill Based Education under National Skill Qualification Framework.

1.2.91 'Memorandum of Understating (MoU) means a Memorandum of Understanding with any other Universities (Foreign or National), Institutions (Foreign or National), Academic Bodies (Foreign or National), Industries, (Foreign or National) or Organizations (Foreign or National) for enhancing and imparting the Higher Education in collaboration with university.

1.2.92 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

1.2.93 The terms 'she', 'her' and 'hers' include the masculine gender also.

1.2.94 Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam 2007.

1.3 ESTABLISHMENT

1.3.1 Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

1.3.2 Whereas the Sponsoring Body (GYANVEER SEVA SAMITI, SAGAR) has applied to MPPURC, the proposal and the project report to establish a Private University,

1.3.3 Whereas the Government of Madhya Pradesh under Section 9 of the Adhiniyam 2007 has granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhyadesh 2022 (No. 25 of 2022) and notified vide M.P. Gazette notification No. 565 - Asadharan Pradhikar Se Prakashit dated 17 October 2022.

1.3.4 Whereas the Sponsoring Body under Section 16 (1) of Adhiniyam 2007 having appointed Chancellor of the University.

1.3.5 Whereas the Sponsoring Body under Section 22 (1) of the Adhiniyam 2007, having nominated the Chairperson and Members of the Governing Body,

1.3.6 Whereas the Chancellor and the Sponsoring Body under Section 17 (1), 18 (1), 19(1), 22(1) and 23 (1) (as applicable) of the Adhiniyam, 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer.

1.3.7 Whereas these officers and Members of the Authorities having assumed charge of their respective posts.

1.3.8 Whereas the Sponsoring Body having decided to name the University as GYANVEER UNIVERSITY (English) and ज्ञानवीर विश्वविद्यालय (Hindi), with headquarters at Sagar and has been incorporated with effect from 17 October 2022 with the Vision, Mission and Objectives as laid down in this Statute, and

1.3.9 Whereas in exercise of the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007 (17 of 2007), the Governing Body of the Gyanveer University, Sagar make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.

1.3.10 University may establish Information Bureau, Information Centres, Inter-University Relation Centres, Consortium, Off- Campus, Extension Centers and such other things for the dispense of the information of the University across and outside the state.

1.3.11 University may provide courses on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

1.3.12 University may collaborate or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

1.4 SEAL OF THE UNIVERSITY

1.4.1 The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.

1.4.2 The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

1.4.3 The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.

1.5 VISION OF UNIVERSITY

1.5.1 To be globally recognized as a Centre of Excellence for Education, Research, Innovation, inculcating Resurgence of Indian Knowledge and Indian Culture,

disseminating knowledge by creating an excellent educational environment to the students to develop human for serving the society.

1.6 MISSION OF UNIVERSITY

- 1.6.1 To bring quality higher education within the reach of every career-oriented individual who is aiming to achieve excellence in education, research and innovation for the enhancement of knowledge.
- 1.6.2 To create and disseminate knowledge through research and creative inquiry, teaching, and learning, and to transfer our intellectual knowledge base to enhance the ideology in meaningful and sustainable ways.
- 1.6.3 To serve our students by teaching them problem solving, leadership and teamwork skills, and the value of commitment to quality, ethical behavior, and respect for others.
- 1.6.4 To create a diverse University community, open to the exchange of ideas, where discovery, creativity, and personal and professional development is encouraged and can flourish.
- 1.6.5 To equip every student with the required social and technical skills to achieve the objective of knowledge transfer and employment generation.
- 1.6.6 To contribute to the social fabric and economic health of the rapidly growing and evolving world, by enhancing and facilitating economic empowerment, providing equal opportunities to all, creating opportunities for employment generation (both directly and through education), and contributing to the overall sustainable development of the Region, State and the Country as a whole.
- 1.6.7 University aims to transform lives and communities through learning.

1.7 OBJECTIVES

- 1.7.1 To provide high quality comprehensive education, training, and research opportunities which are compatible with the changing needs of students and the industry.
- 1.7.2 To enhance and facilitate economic empowerment, provide equal opportunities to all, create opportunities for employment generation (both directly and through education), and contribute to the sustainable development of the Region, state and the country.

- 1.7.3 To providing world class infrastructure, faculty, staff, and opportunities to students, which will help them, develop innovative mind, creative thinking, professional attitude.
- 1.7.4 To develop as a multidisciplinary institution of higher learning that offers undergraduate and post graduate programmes, with excellent teaching quality, research and community engagement with moral values.
- 1.7.5 To provide consultancy to the industry and public organizations.
- 1.7.6 To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 1.7.7 To collaborate with Industries, Research Institutions, Government and Non-Government organizations towards the fulfillment of the objectives of the University.
- 1.7.8 To set up collaborative provisions with National/International Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.
- 1.7.9 To recognize, identify, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres.
- 1.7.10 To provide flexible teaching and learning, so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.
- 1.7.11 To create Centres of Excellence for research and development and for e sharing knowledge and its application:
- 1.7.12 To provide emphasis on conceptual understanding rather than rote learning and learning-for-exams.
- 1.7.13 To cater life skills such as communication, cooperation, teamwork, and resilience.
- 1.7.14 To synergizing in curriculum across all levels of education from inception to higher education.
- 1.7.15 To inculcate a 'light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and

public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance and empowerment.

1.7.16 To motivate and conduct outstanding research as a requisite for outstanding education and development.

1.7.17 To inculcate a sense of pride in our country Bharat, and its rich, diverse and ancient culture and knowledge systems and traditions.

1.7.18 To teach that education is a public service; access to quality education must be considered a basic right of every people of all age, sex and creed.

1.7.19 To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council for the fulfillment of the objectives of the National Education Policy 2020.

1.7.20 To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.

1.7.21 To ensure that academic distinctions are not lower than those laid down by the Regulatory Councils such as the AICTE, NCTE, UGC, PCI, INC, ICAR, etc.

1.8 Goals

1.8.1 Student Development

- a) To produce a creative and technically strong critical thinkers
- b) To provide a strong foundation of knowledge and skills.
- c) To increase student's preparedness to be leaders and innovators in industry and academic.
- d) To provide educational and non-educational opportunities personality development of students.
- e) To develop strong interpersonal and communication skills.
- f) To develop responsible citizenship through awareness of ethical values.
- g) To instill qualities of - adaptability, accountability, dedication, innovation.
- h) To focus on long term growth and development with a sustainable personal and community development.

1.8.2 Excellence in Education

- a) To create and sustain a culture of excellence in learning and teaching across all academic departments.

- b) To promote the development of pedagogical innovations and introduce new approaches to learning and teaching.
- c) To collaborate with institutions to globalize education and encourage knowledge exchange between the University and its peers, as well as with the industry.
- d) To provide an excellent student experience for all University students.
- e) To foster an atmosphere of intellectual excitement and curiosity.
- f) To design a robust educational programme including current and cutting-edge skills in tune with industry requirements to ensure employment.
- g) To achieve excellence in application-oriented research so as to contribute to the development of the region, nation and the world at large.
- h) To strengthen the infrastructure for research and scholarship by building research laboratories and other shared research facilities and by establishing excellent library facilities for the students.
- i) To promote awareness and realization of the importance of education and research in achieving a competitive edge.
- j) To ensure that academic distinctions are not lower than those laid down by the All-India Statutory Bodies such as the AICTE, NCTE, UGC, INC, COA, ICAR, PCI etc.

1.8.3 Employability

- a) To provide various exciting and rewarding career opportunities via placements and campus drives.
- b) To support industry relations and develop networking opportunities.
- c) To ensure that our students develop knowledge and skills those will equip them to be employed in the best organizations at the National and International level.
- d) To use a variety of modern mechanisms to adopt appropriate new technologies and methodologies,
- e) To relate fundamental concepts to practical applications and provide students with the necessary skills to function as responsible professionals.
- f) Support students in achieving their career goals by providing appropriate in classroom and practical training opportunities.

1.8.4 Contribute to the health and welfare of the region

- a) To act as a major employer within the region, and by equipping students with the appropriate knowledge and skills, increase employability for them.
- b) To address societal challenges including education, health, cultural welfare and community amenities.
- c) To act as agents of social mobility, play a crucial role in creating an intellectual milieu where people can engage in knowledge and skills creation without social, economic or cultural barriers.
- d) To pursue all other objectives as may be approved by the Sponsoring Body (GYANVEER SEVA SAMITI, SAGAR).

1.9 FUNCTIONS OF THE UNIVERSITY

Subject to provisions of the Adhiniyam and the Rules and such conditions as may be prescribed by the Statutes, Ordinances and Regulations, the University shall perform the following functions:

- a) To provide infrastructure and finances to the constituent Institutions of Gyanveer University.
- b) To provide for instructions, teaching and training in such branches of learning and courses of study as it may think appropriate and make provisions for dissemination of knowledge and research;
- c) To conduct examinations, grant and confer degrees, diplomas, certificate and/or other academic distinctions on persons who have pursued, a course of study in the University or in any college, unless exempted there from in the manner prescribed by the Statutes, Ordinances or Regulations and have passed the examinations prescribed by the Statutes, Ordinances and Regulations have carried on research under conditions prescribed by the, Statutes or Ordinances.
- d) To confer honorary degree or other distinctions on persons in the manner prescribed by the Statutes;
- e) To co-operate and collaborate with other Universities, Institutions and authorities (in India and Abroad) in such manner and for such purposes as the University may from time to time determine;
- f) To constitute committees for admission, fee fixation and various other purposes;

- g) To institute and award fellowships, scholarships, studentship, stipends, medals, prizes and travel grants;
- h) To maintain and administer colleges, laboratories, libraries, museums, publishing house, institutes of research, institutes of academic and administrative training and other institutions/organizations necessary to carry out the objectives of the University;
- i) To maintain hostels and messes for students and residents as per requirement and need of university;
- j) To make arrangements for promoting the health and general welfare of the students of the University;
- k) To determine, collect, demand and revise fees and other charges as may be prescribed by the Statutes, Ordinance and Regulations;
- l) To create administrative, ministerial and other necessary non-teaching posts through Statutes;
- m) To accept, hold and manage any endowments, donations or funds which may become vested in the University for the purpose of the University by way of grants, donations, testamentary disposition or otherwise and invest such endowments, donations and funds in a manner that may be in the uppermost interest of the University; Provided that, donations from a foreign country, foreign foundation or from any person in such country shall be accepted by the University within the provisions of any Central or State Government laws. Provided that, such endowments, donations or funds are accepted with prior specific approval of Sponsoring Body or Chancellor.
- n) To undertake publications or work of merit, research and general knowledge;
- o) To admit students in University Teaching Departments, School of Studies or Constituent Institutions either directly or through Conduct of Common Entrance Examination and / or through any authorized manner;
- p) To maintain such bodies as are declared by Statutes to be the Authorities of the University;
- q) To make grants from the funds of the University for;
 - i) Physical education and training;
 - ii) Seminars, workshops and other academic activities;

- iii) Cultural, Recreation, Sports and Athletic activities;
- iv) Research, innovation and capacity building activities.

1.10 STRUCTURAL HEIRARCHY AND POSITIONS

- (i) **Sponsoring Body**
- ii) **Chancellor**
- iii) **Pro Chancellor**
- iv) **Vice-Chancellor**
- v) **Pro-Vice-Chancellor**
- vi) **Governing Body**
- vii) **Board of Management**
- viii) **Academic Council**
- ix) **Standing Committee of Academic Council**
- x) **Registrar**
- xi) **Chief Finance and Account Officer**
- xii) **Controller of Examination**
- xiii) **Dean of Faculty**
- xiv) **Board of studies**
- xv) **Dean Student Welfare**
- xvi) **Director/Head of Teaching department/Centre of studies**

1.11 UNIVERSITY OPEN ALL CLASSES OF PERSONS

- 1.11.1 The University shall be open to all persons of any sex and any race, creed, caste, or class or any religion including NRI, PIO or foreign nationals.

1.12 RESEARCH IN THE UNIVERSITY

- 1.12.1 The University shall establish, facilitate, promote research activities in the constituent institutions and award Degrees, recognitions and certificates and also publish research papers, books, monographs, magazines and other periodicals.

1.13 ADHINIYAM TO PREVAIL

- 1.13.1 In case of any inconsistency in the Statutes, Ordinances, Regulations or Rules made there under the provisions of the Adhiniyam 2007, and as amended from time to time, shall prevail.

1.14 PROTECTION OF ACTS DONE IN GOOD FAITH

- 1.14.1 No suit or other legal proceeding shall lie against and no damages shall be claimed from, the University, or its Authorities, Bodies or Officers for anything which is done in good faith done or intended to be done in pursuance of the Adhiniyam, the Statutes, Ordinance, Regulations or Rules made there under.

1.15 VACANCIES NOT TO INVALIDATE THE PROCEEDINGS OF ANY AUTHORITY OR BODY OF UNIVERSITY

- 1.15.1 No act or proceedings of any authority or body of the University shall be invalidated merely by reason of any vacancy or defect in the constitution thereof

STATUTE - 02

CHANCELLOR: APPOINTMENT, POWERS & DUTIES

2.1 The Chancellor shall be the Head of the University and by virtue of his/her office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

2.2 APPOINTMENT

2.2.1 In accordance with the section 16 (1) of MP Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

2.2.2 The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the MPPURC, subsequently for the approval of the Visitor. Once the approval of the visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2.3 POWERS & DUTIES

2.3.1 The Chancellor shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

2.3.2 It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

2.3.3 Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Gyanveer University for conferring degree diplomas or the academic distinctions.

2.3.4 The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

2.3.5 To exercise general control over the affairs of university

2.3.6 To appoint and remove the Pro Chancellor, Vice-Chancellor.

2.3.7 The Chancellor may call for any papers or information relating to the affairs of the University and for reasons to be recorded refers any matter for

reconsideration to any officer or authority of the University that has previously considered such matter.

2.3.8 The Chancellor may by an order in writing, annul any proceedings of any officer authority, committee, or body of the University, constituted by or under this Act, which is not in conformity with this Act, the Statutes, the Ordinances, or the regulations.

2.3.9 To call for any information or record relating to any affairs of the University.

2.3.10 The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Gyanveer University, Sagar, for specific purposes, whenever necessary and the Vice Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action.

2.3.11 The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University, as and when required.

2.3.12 All such other powers as may be conferred by the Act, Statutes and Ordinances.

2.4 TENURE

2.4.1 The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of visitor.

2.4.2 In case of an emergency like illness, absence or death of the Chancellor, the Pro Chancellor or Vice-Chancellor, whosoever is recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

2.5 RESIGNATION / REMOVAL

2.5.1 The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

STATUTE - 03

PRO CHANCELLOR: APPOINTMENT, POWERS & DUTIES

3.1 APPOINTMENT

- 3.1.1 The Pro-Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.
- 3.1.2 The number of Pro-Chancellor/s may be more than one as decided by the Sponsoring body. Pro-Chancellor shall be selected & appointed by Chancellor from amongst following:
- a) Nominee/s of Sponsoring Body
 - b) Knowledgeable person/s of high integrity, stature, experience and proven ability in the field of education/administration.

3.2 POWERS & FUNCTIONS

- 3.2.1 Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.
- 3.2.2 Pro-Chancellor/s shall be deemed to be an officer of the University. He/she shall exercise all the powers and perform all functions of Chancellor during latter's absence. Pro-Chancellor/s shall preside all meetings/ceremonial functions when Chancellor is not present.
- 3.2.3 Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

3.3 TENURE

- 3.3.1 The Pro-Chancellor/s shall hold office for a period of five years and shall be eligible for reappointment.

3.4 RESIGNATION / REMOVAL

- 3.4.1 Pro-Chancellor/s may resign his/her appointment by a submission in writing to Chancellor under his/her signature.
- 3.4.2 If for certain reasons, Chancellor decides the act of Pro-Chancellor are not in favour of university and against Act/Statutes/ Ordinance and Regulations. He may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. He will appoint the new Pro Chancellor as required, as per clause (1) of this statute.
- 3.4.3 In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.

STATUTE - 04

VICE-CHANCELLOR: APPOINTMENT, POWERS & FUNCTIONS

4.1 The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University, and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

4.2 APPOINTMENT OF VICE-CHANCELLOR

4.2.1 The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil all the norms as prescribed by the UGC from time to time.

4.2.2 The Selection Committee, while preparing a panel, shall give due considerations to the academic excellence, exposure to higher education systems in the country and abroad and adequate experience in academic and administrative governance of the candidates.

4.2.3 The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:

- a) Two eminent academicians nominated by the Sponsoring Body; and
- b) One eminent person nominated by the State Government

4.2.4 The Chancellor shall appoint one of the members of the Selection Committee as Chairman.

4.2.5 The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor to Chancellor.

Provided that if the Chancellor does not approve the recommendations of the selection committee, he may call for fresh recommendation from it (the selection committee).

4.2.6 Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University.

4.2.7 Provided further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-

Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointed by the Chancellor for another term.

4.3 TENURE

- 4.3.1** The tenure of the first Vice-Chancellor shall be two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Act. However, he may continue to hold office for a period of additional six months or till a new Vice-Chancellor join, whichever is earlier.
- 4.3.2** Under unavoidable circumstances, if the post of Vice-Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice-Chancellor shall be appointed, adopting the procedure as laid down above.
- 4.3.3** The conditions of service and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

4.4 POWERS & FUNCTIONS

- 4.4.1** The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, and the Board of Affiliation. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances, and the Regulations.
- 4.4.2** The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- 4.4.3** Vice-Chancellor may be present at, and address, any meeting of any other authority or any other body of the University but he/she shall not be entitled to vote there unless he/she is a member of such authority or body.
- 4.4.4** If, in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such

decisions wholly or partly, or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- 4.4.5** If, in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter. Provided that if, in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Act, Statutes, Ordinances and Regulations of the University.
- 4.4.6** The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- 4.4.7** The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He/ She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- 4.4.8** The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- 4.4.9** The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhinyam and the Statutes, and the Ordinances and shall possess all such powers as may be necessary for the purpose.

4.5 REMOVAL

- 4.5.1 In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time, upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor.
- 4.5.2 Has defaulted in performing any duty imposed on him by or under the Act 2007 or the Statutes/Ordinances framed there under; or
- 4.5.3 Has acted in a manner prejudicial to the interest of the university; or
- 4.5.4 Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- 4.5.5 In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity to show cause against the proposed order.
- 4.5.6 In accordance with Section 17 (14), as the date specified in the order under subsection (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant. Salary, allowances and leaves will be as prescribed in the Regulation.

STATUTE - 05

PRO-VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES

- 5.1 The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
- 5.2 The Pro-Vice-Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.
- 5.3 There shall be more than one Pro-Vice-Chancellor depending upon the requirements of the University.
- 5.4 **APPOINTMENTS, POWERS & DUTIES:**
- 5.4.1 The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor, provided, that if the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice-Chancellor or request the Vice-Chancellor to recommend another person for consideration of the Board of Management.
- 5.4.2 Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Act, Statutes, Ordinances, and the Regulations.
- 5.4.3 The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of Academic Administration of University. He/she may also discharge duties relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice Chancellor.
- 5.4.4 Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
- 5.4.5 The Pro-Vice-Chancellor shall preside over the meeting of Board of Management and Academic Council in the absence of Vice-Chancellor.
- 5.4.6 He/ She will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.
- a. His/ Her tenure will be of four years and will be eligible for reappointment.
- b. He/ She shall be entitled to receive salary and leaves as prescribed in the regulation.

STATUTE - 06

GOVERNING BODY: CONSTITUTION, POWERS AND FUNCTIONS

6.1 The Governing Body shall be the supreme authority of the University, shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction, and control of the work of the University so that the University fulfils its objectives.

6.2 CONSTITUTION

The Governing Body of the Gyanveer University shall consist of the following members, namely:

- a) The Chancellor - Ex-officio Chairman;
- b) The Vice-Chancellor;
- c) Three eminent persons nominated by the sponsoring body, out of whom at least one shall be an eminent educationist;
- d) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- e) One representative of the State Government not below the rank of Deputy Secretary.
- f) Registrar- Member Secretary

6.3 TENURE

6.3.1 The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

6.3.2 Nominated members may hold office for one or more terms.

6.4 POWERS & FUNCTIONS

The Governing Body shall be the principal authority of the University, all movable and immovable properties of the university shall vest in the Governing Body, and it shall have the following powers, namely:

- 6.4.1 The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Madhya Pradesh Private University Regulatory Commission (MPPURC) for approval.
- 6.4.2 To control functioning of the University by using all such power as are provided by this Adhiniyam, Statutes and Ordinances, or Regulations made there under.
- 6.4.3 To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or Statutes or Ordinances or Regulations made there under.
- 6.4.4 To approve the budget and annual report of the University.
- 6.4.5 To lay down the policies to be followed by the University.
- 6.4.6 To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- 6.4.7 To direct, supervise and control the endowment fund and also general fund account and get them audited through CFAO (Chief Finance & Accounts Officer) as per the Act.
- 6.4.8 To finally approve the recommendation of the Board of Management for conferment of honorary, degree and other distinctions and awards.
- 6.4.9 To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- 6.4.10 To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- 6.4.11 To invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- 6.4.12 To frame rules/regulations for the conduct of its business.
- 6.4.13 The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.

6.4.14 The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.

6.4.15 It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.

6.4.16 It shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management,

6.4.17 It shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.

6.4.18 Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

6.5 MEETINGS AND QUORUM

6.5.1 A meeting of the Governing Body shall ordinarily be called at least one time in a calendar year.

6.5.2 Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member whose nominated by the Chancellor.

6.5.3 The Chancellor may on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University. At least Seven (7) clear days notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.

6.5.4 Five members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

6.6 VACANCIES

6.6.1 Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same is accepted by the

Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.

- 6.6.2** In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act / 2(iv) and 2(v) of this Statute, the same will be forwarded to the MPPURC/Visitor/State Government after due deliberations by the Governing Body for acceptance.
- 6.6.3** No member of the Governing Body who is nominated to another Body in his/her capacity as a member of the body, shall continue to be a member of that body after his/her removal or the acceptance of his/her resignation.
- 6.6.4** A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- 6.6.5** A member of the Governing Body of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.
- 6.6.6** Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the unexpired portion of the term.

STATUTE - 07

BOARD OF MANAGEMENT: CONSTITUTION, POWERS AND FUNCTIONS

7.1 CONSTITUTION

7.1.1 There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Adhiniyam. It shall consist of the following:

- a. The Vice-Chancellor, Ex-officio Chairperson;
- b. Two representatives nominated by the sponsoring body;
- c. Two representatives nominated by the State Government;
- d. Two Senior most Professors of the University by rotation;
- e. Two Senior most Teachers of University other than Professors as mentioned above in clause (d), by rotation;
- f. Registrar - Member Secretary.

7.2 TENURE

7.2.1 The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

7.2.2 No nominated member shall hold office for more than two consecutive terms.

7.2.3 The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

7.3 POWERS AND FUNCTIONS

7.3.1 Shall be the Principal Executive Body of the University and have all the powers to manage and administer the University, inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.

7.3.2 In order to manage and administer the functioning of the University in a smooth and efficient manner, the Board of Management shall have the

powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of Academic Council or any Authority or Officer of the University, subject to the conditions laid down in the Act.

- 7.3.3** Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- 7.3.4** Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- 7.3.5** Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- 7.3.6** Shall regulate the use of the common seal of the University.
- 7.3.7** Shall control and administer the properties and funds of the University, including framing of annual financial statement and estimates, annual audit, control/reduce enhance transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body etc. and appoint authorized agents for the same, if deemed necessary.
- 7.3.8** Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam, the Statutes and the Ordinances.
- 7.3.9** Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes or Ordinances.
- 7.3.10** The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- 7.3.11** Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the report before the Governing Body as stipulated by Regulations.

- 7.3.12 To comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- 7.3.13 To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- 7.3.14 To ensure maintenance of proper accounts of the properties and funds of the University.
- 7.3.15 To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- 7.3.16 To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- 7.3.17 To follow and monitor the budget for expenditure as approved by the Governing Body,
- 7.3.18 To recommend to Governing Body for creating the post of other officers of the University.
- 7.3.19 To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- 7.3.20 To select a common seal for the University and to provide for its custody and use.
- 7.3.21 To arrange for the conduct/defend of litigation by or against the University.
- 7.3.22 Examine and recommend to Governing Body the matters regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- 7.3.23 To recommend for conferring honorary degree, medals and prizes on the recommendation of the Academic Council.
- 7.3.24 To recommend, enact, amend or repeal Statutes.
- 7.3.25 To recommend confer the title of Professor Emeritus on the recommendation of the Academic Council.
- 7.3.26 To recommend the appointment of the Visiting Professors, Artists, Writers and determine the terms and conditions of such appointments to Chancellor.

- 7.3.27 To specify the manner and appoint academic staff against the temporary vacancies.
- 7.3.28 To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into accounts the recommendations of the Academic Council.
- 7.3.29 To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- 7.3.30 To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.
- 7.3.31 To exercise such other powers and performs such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

7.4 MEETING AND QUORUM

- 7.4.1 The Board of Management shall meet at least once in every three months. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- 7.4.2 The meeting shall be convened under the direction of the Vice-Chancellor.
- 7.4.3 Five members shall constitute the quorum.
- 7.4.4 The quorum for an adjourned meeting should be three members.

7.5 VACANCIES

- 7.5.1 Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.
- 7.5.2 No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue be a member of that Body or hold the post after the acceptance of his/her resignation.
- 7.5.3 A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- 7.5.4 A member of the Board of Management of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.
- 7.5.5 Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the unexpired portion of the term.

STATUTE - 08

ACADEMIC COUNCIL: CONSTITUTION, POWERS AND FUNCTIONS

8.1 The Academic Council shall be the statutory body of the University in all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instruction, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and Regulations and shall have the right to advise the Board of Management on all academic matters.

8.2 FORMATION

The Academic Council shall consist of the following members:

- a) Vice-Chancellor - Chairperson
- b) Three seniors most professor of the university was nominated by Chancellor.
- c) Dean and HOD of faculty and school as per their seniority
- d) Two professors from state/Central government university nominated by The Chairman, Regulatory Commission.
- e) Two representatives amongst the Scientist/Educators/Industrialist nominated by the Chancellor.
- f) The Registrar - Member Secretary

Provided that total membership of the Academic Council shall not exceed to fifteen members at a time.

8.3 TENURE

8.3.1 The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

8.4 MEETINGS & QUOROM

8.4.1 The Academic Council shall normally meet once in a year on the dates as fixed by the Vice-Chancellor. However, the Vice-Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall,

under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

8.4.2 The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor.

8.4.3 The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.

8.4.4 A copy of the minutes shall be submitted to the Chancellor.

8.4.5 Approval of the resolutions shall be by simple majority of the Members present.

8.4.6 One third members of the Academic Council shall form the quorum for a meeting.

8.5 REMOVAL/DISQUALIFICATION

8.5.1 An individual cease to be a member of the Council upon his/her resignation/removal from his/her post at the university.

8.5.2 Convicted for any offence including moral turpitude.

8.5.3 Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.

8.5.4 Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

8.5.5 A member of the Academic Council of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.

8.6 POWERS, DUTIES AND FUNCTIONS

8.6.1 To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.

8.6.2 To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board, a Faculty of Studies, or the Board of Management, and to take appropriate action thereon.

- 8.6.3 To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.
- 8.6.4 To take measures for Quality Education and Accreditation at the University.
- 8.6.5 To make recommendations to the Governing Body for the conferment of degrees, honorary degrees, or any such other distinctions or honor of the University.
- 8.6.6 To recommend new courses of study.
- 8.6.7 Frame the Calendar of Events for the academic year.
- 8.6.8 To recommend the Regulations for the methodology, schemes, and modalities of university examinations and allotment of marks and credits for individual subjects in all the courses.
- 8.6.9 To take up the matters for periodical review of functioning and coordination between all the constituent Institutions, departments and recommend to the Board of Management, the ways and means of improvement.
- 8.6.10 To consider other academic or student welfare matters referred to it.
- 8.6.11 Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils are adhered to from time to time.
- 8.6.12 Appoint various sub committees as and when required for specific purpose /task. The committees shall cease to function after completing the task assigned.
- 8.6.13 Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- 8.6.14 Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
- 8.6.15 To initiate and promote research and related activities in various constituent Institutions and centres.
- 8.6.16 To recognize persons of eminence in their subjects to be associated as research guides, in the subject as prescribed in the Ordinance.
- 8.7 Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the

guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.

8.8 In addition to above, the Council shall recommend to the Board of Management the following:

8.8.1 The classification of the posts according to the requirements and their duties attached thereto.

8.8.2 Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.

8.8.3 To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or subdivision of any Faculty or the combination / merger of one Faculty with another.

8.8.4 To recommend the creation of New Departments, Cells and Centres.

STATUTE - 09

STANDING COMMITTEE

9.1 The Academic Council may constitute a Standing Committee to look after the routine matters of academic nature on its behalf.

9.2 CONSTITUTION

- a) Vice-Chancellor - Chairperson
- b) Deans of all Faculties – Members
- c) Chief Finance Account Officer- Member
- d) One person to be nominated by the Chancellor - Member
- e) Three senior Head of Departments/Schools of the University by rotation (which will be three years)
- f) Registrar - Member Secretary

9.3 The Vice Chancellor may invite additional members to the standing committee as and when required. The meeting of the committee shall be covered under the direction of the Vice-Chancellor.

9.4 Function & Responsibilities of Standing Committee.

9.4.1 Meeting of the standing committee shall be convened, as and when required under the direction of Vice-Chancellor. One half of the members of the standing committee and Chairman shall constitute the quorum.

9.4.2 Notice of the meeting of the Standing Committee along with agenda will be served to the members at least three days in advance of the meeting. However, an emergency meeting of the standing committee can be called by the Vice-Chancellor, as and when required within one hour of notice.

9.4.3 To monitor functioning of the university as per the Act, the statutes and the ordinances from time to time.

9.4.4 To examine any matter referred to it by the Chancellor/ Vice-Chancellor and to make suitable recommendations. The recommendations of the Standing Committee shall be put up before the Board of Management.

The decision taken by standing committee shall be approved by the Chancellor and such decisions duly approved shall be fully honored and binding to the Board of Management, Governing Body and all other Bodies, Committees of the University.

STATUTE - 10

REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES

10.1 The Registrar shall be the Custodian of the all records of the University and shall carry out the orders and instructions given by the Vice-Chancellor and administer the University as per rules and regulations.

10.2 SELECTION & APPOINTMENT AND CONDITIONS OF SERVICE

10.2.1 The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- a) The Vice-Chancellor -Chairperson
- b) Nominee of the Chancellor
- c) Two expert members approved by the Board of Management.

10.3 No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations of the University.

10.4 The University shall follow the following procedure for the selection of the Registrar:

10.4.1 Shall invite applications in the prescribed format, for the post through the process of an advertisement, which includes the web portal of the University.

10.4.2 A summary of the candidates who applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.

10.4.3 The date of meeting of the Selection Committee shall be fixed, and a notice to this effect will be given to the short-listed candidates at least seven days in advance.

10.4.4 The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.

10.4.5 The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five (65) years.

10.4.6 If a suitable candidate is not found in the first advertisement, subsequent advertisements will be issued.

10.5 RESIGNATION / REMOVAL

10.5.1 When the office of the Registrar falls vacant on account of one reason or another, such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.

10.5.2 If at any time, upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar. Provided that before such action the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

10.6 POWERS & DUTIES OF THE REGISTRAR

10.6.1 All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.

10.6.2 The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relate to discharge of official duties in the University.

10.6.3 The Registrar shall be the Member Secretary of the Governing Body, Board of Management, Academic Council and standing committee.

10.6.4 The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

10.6.5 He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his/her charge.

- 10.6.6 He/She shall be responsible for inventory management of furniture, fittings and equipment and ensure annual stock taking and physical verification of the same.
- 10.6.7 He/she shall arrange for condemnation of unserviceable furniture and equipment as recommended by Committee appointed for that purpose.
- 10.6.8 He/she shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhiniyam of which he is to act as Secretary
- 10.6.9 He/she shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he/she is to act as Secretary.
- 10.6.10 He/she shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/authorities.
- 10.6.11 The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting shall be supplied to the Vice Chancellor
- a) Copies of the agenda of the meetings of the University authorities, of which he/she is to act as Secretary, as soon as such approved agenda is issued.
- b) The minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
- c) Such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time
- 10.6.12 He shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he/she acts as Secretary.
- 10.6.13 He shall discharge such other functions as may be assigned to him/her from time to time by the Vice Chancellor to whom he/she shall be responsible for the same.
- 10.6.14 He shall exercise such other powers and performs such other duties as may be conferred or imposed upon him/her by the Act, Statutes, Ordinances, and Regulation.
- 10.6.15 The Registrar may if desired by the Chairman of any Authority or body of which he is the Secretary, to speak at a meeting of such Authority or Body.

STATUTE - 11

CHIEF FINANCE & ACCOUNTS OFFICER (CFAO): FUNCTION & DUTIES

- 11.1** The University shall appoint Chief Finance and Account Officer to manage its finances.
- 11.2** The Board of Management shall constitute a selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
- 11.3** The Chief Finance and Accounts Officer shall be responsible for all aspects relating to the accounts and finances of the University.
- 11.4** The Chief Finance and Accounts Officer shall be member-secretary of Finance Committee of the university.

11.5 APPOINTMENT, TERMS & CONDITIONS

11.5.1 The Chief Finance and Account Officer shall be appointed by the Chancellor as mentioned in Section 19(1) of the Act.

11.5.2 The University shall follow the following procedure for the selection of the CFAO.

- a) The University shall invite application for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- b) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short-listed candidates at least seven (7) days in advance.
- d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- e) The recommendation of the Board of Management will be submitted to the Chancellor, and then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize the selection accordingly.

- f) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above,
- g) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be Sixty Five (65) years.

11.6 RESIGNATION / REMOVAL

11.6.1 When the office of the CFAO falls vacant on account of one reason or another such as long illness or long absence or resignation, the Vice Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.

11.6.2 If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.

11.6.3 Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

11.6.4 The Chief Finance and Accounts Officer shall retire on completing the age of Sixty Five (65) years.

11.7 DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER

11.7.1 To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body.

11.7.2 To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Act, the Statutes, the Ordinances or the Regulation.

11.7.3 To hold and manage the property and investments of the University and endowed properties/funds.

- 11.7.4 To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are spent for the purpose for which they are granted or allotted.
- 11.7.5 To keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- 11.7.6 To suggest measures of additional internal revenue generation for the university.
- 11.7.7 To watch the progress of collection of revenue and advice on the methods of collection applied.
- 11.8 THE CHIEF FINANCE & ACCOUNTS OFFICER shall**
- 11.8.1 Arrange collection of income; disburse the payments and maintenance of the accounts of the University.
- 11.8.2 Be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as well as also long-term plans.
- 11.8.3 Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.
- 11.8.4 He/she will also ensure compliance of all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice Chancellor.
- 11.8.5 Ensure that the registers of buildings, lands, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
- 11.8.6 Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- 11.8.7 Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- 11.8.8 Ensure that the fee structure once approved, is implemented and fees from the students are received in time with penalties, if any.
- 11.8.9 The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/ receipts and

statements/ returns that he/she may consider necessary for the performance of his/her duties.

- 11.8.10** The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after residential audit set up is established.
- 11.8.11** He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt and local bodies.
- 11.8.12** Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- 11.8.13** Chief Finance & Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.
- 11.8.14** To bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- 11.8.15** To call from any office of the University, including Schools/Institutions Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- 11.8.16** Any receipt given by the CFAO or by the person or persons on his behalf duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE - 12

APPOINTMENT, TERMS, CONDITIONS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS

- 12.1 The Controller of Examinations shall be an officer of the University and shall be appointed by the Vice-Chancellor from among the teachers of the University.
- 12.2 The Controller of Examinations will be a full-time salaried officer of the University and shall discharge his duties under general supervision and control of the Chancellor/Vice-Chancellor.
- 12.3 The Controller of Examinations shall be responsible for the smooth conduction of Examination of all Courses and Programmes and for all other arrangements necessary thereof, along with the execution of all processes connected therewith and declaration of result.
- 12.4 The appointment of the Controller of Examinations shall be made by the Governing Body/ Chancellor on the recommendation of the committee constituted for this purpose.
- 12.5 The committee shall consist of:
- a) Vice-Chancellor or his nominee (Chairman)
 - b) Two nominees of the Board of Management.
 - c) One expert member approved by the Chancellor.
- However, the quorum for committee shall be minimum three.
- 12.6 The University shall follow the following procedure for the selection of the Controller of Examination :
- a) The University shall invite applications for the post through an advertisement in the University website, job portals and newspapers.
 - b) A Summary of the candidates who applied for the post shall be prepared by the committee consisting of senior staff members of the University and approved by the Chancellor for this purpose.
 - c) The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.

d) If a suitable candidate is not found in the first advertisement, a subsequent advertisement shall be issued. The Controller of Examinations shall be selected from among the faculties of the University.

12.7 When the office of the Controller of Examinations is vacant or when the Controller of Examinations by reason of illness or absence for any other cause, unable to perform the duties of his office. The duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

12.8 The powers and responsibilities of the Controller of Examinations shall be as decided by the Board of Management of the University.

12.9 If at any time upon representation made or otherwise. After making such inquiry as may be deemed necessary for the following reasons:

Has made default in performing any duty imposed on him by or under this Act;

or

Has acted in a manner prejudicial to the interest of the University;

or

Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University;

or

Is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University.

and

If it appears to the Chancellor that the situation so warrants that continuance of the Controller of the Examinations is not in the interest of the University, the Chancellor may instruct the Vice-Chancellor to issue the show cause notice to the Controller of Examinations to explain the matter and thereafter if the authorities are not satisfied with the explanation submitted by the Controller of Examinations then Vice-Chancellor may request the Chancellor for the removal of the Controller of Examinations. The Chancellor's decision shall be final in all matters. Provided that before taking such action of the removal, the Controller of Examinations shall be given an opportunity of being heard before the Chancellor.

12.10 The Controller of Examinations shall receive pay and other allowances as decided by the Board of Management from time to time.

12.11 The age of retirement of Controller of Examinations shall be sixty-five years, as per the State Government/UGC norms.

12.12 The Controller of Examinations may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office by giving at least three months prior notice.

12.13 DUTIES OF CONTROLLER OF EXAMINATIONS

The Following shall be the duties of the Controller of Examinations:

12.13.1 He shall conduct examinations for all the courses conducted by the University.

12.13.2 He shall be the Secretary of Examinations Committee.

12.13.3 He Shall carry out all the works assigned by the Examination Committee, Registrar and Vice-Chancellor.

12.13.4 He shall be responsible for printing of question papers, answer books etc.

12.13.5 He shall be responsible for tabulation and printing of Marks card for various examinations and keeping track of the marks card printed.

12.13.6 He shall be responsible for issuing transcript of marks card for the students after the student has deposited the requisite fee.

12.13.7 He shall be responsible for issuing the diploma/degree/other distinctions conferred by the university.

12.13.8 He shall be responsible for smooth conduct of examinations and deal with cases of unfair means.

12.13.9 He shall be responsible for the time table of examinations for all courses conducted by the university.

12.13.10 He shall be responsible for safe keeping of examination records.

STATUTE - 13

THE FINANCE COMMITTEE

12.1 The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

12.2 Constitution

The Finance Committee shall consist of the following:

- a) The Chancellor-Chairperson
- b) The Vice Chancellor
- c) The Registrar
- d) One person to be nominated by the sponsoring society
- e) One member of the governing body to be nominated by the Chancellor
- f) The Chief Finance and Account Officer (CFAO) -Member Secretary

12.3 Tenure

12.3.1 The tenure of the nominated members shall be three (3) years from the date of notification.

12.4 Meetings and Quorum

12.4.1 Three members (in addition to the Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.

12.4.2 The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

12.5 Powers and Functions

12.5.1 All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

- 12.5.2 The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- 12.5.3 The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- 12.5.4 To conduct the scrutiny of accounts of the University, whenever called upon by the Board of Management.
- 12.5.5 To review the current and the yearly Audit Reports and make recommendations there on.
- 12.5.6 To approve the Regulations for the policies and guidelines for purchase and procurements in the University.
- 12.5.7 In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- 12.5.8 Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

STATUTE - 14

EXAMINATION COMMITTEE

- 14.1 There shall be an Examination and result Committee for each faculty. This Committee shall consist of following
- a) Dean of the Faculty concerned who shall be the Chairman of the Committee.
 - b) Head of the schools- members
 - c) Two seniors most teachers of the school- members
 - d) Controller of Examination- Member Secretary
- 14.2 Subject to the provision of the Statutes, all Examiners and Moderators of examination shall be appointed by Vice-Chancellor in consultation with Examination Committee.
- 14.3 If during the course of an examination an examiner becomes, for any cause, incapable of acting as such, the Vice Chancellor shall appoint an examiner to fill the vacancy.
- 14.4 The Powers and Duties of the Examination Committee will be as prescribed as per the examination related ordinance of the university.

STATUTE -15

FACULTIES / SCHOOLS OF THE UNIVERSITY

The University shall consist of the following Faculty and Schools.

- 15.1 Faculty of Engineering & Technology.**
 - 15.1.1 School of Civil Engineering.**
 - 15.1.2 School of Mechanical Engineering.**
 - 15.1.3 School of Electrical Engineering.**
 - 15.1.4 School of Electronics Engineering.**
 - 15.1.5 School of Computer Science Engineering.**
 - 15.1.6 School of Agricultural & Food Engineering.**
- 15.2 Faculty of Architecture, Planning and Design**
 - 15.2.1 School of Architecture.**
 - 15.2.2 School of Planning.**
- 15.3 Faculty of Basic & Applied Sciences**
 - 15.3.1 School of Sciences**
 - 15.3.2 School of Computer Sciences & Applications.**
 - 15.3.3 School of Agricultural Science.**
- 15.4 Faculty of Commerce & Management Studies**
 - 15.4.1 School of Commerce**
 - 15.4.2 School of Management Studies.**
 - 15.4.3 School of Hotel Management and Catering Technology.**
- 15.5 Faculty of Arts, Humanities & Social Science.**
 - 15.5.1 School of Arts, Humanities & Social Science.**
 - 15.5.2 School of Journalism & Mass Communication.**
 - 15.5.3 School of Library Science.**
- 15.6 Faculty of Education**
 - 15.6.1 School of Education.**
 - 15.6.2 School of Physical Education.**
- 15.7 Faculty of Medical Health & Allied Sciences**
 - 15.7.1 School of AYUSH & Alternative Medicine.**

- 15.7.2 School of Paramedical Science.
- 15.7.3 School of Dental Sciences.
- 15.7.4 School of Veterinary Science and Animal Husbandry.
- 15.7.5 School of Naturopathy & Yogic Sciences.
- 15.7.6 School of Pharmacy.
- 15.8 Faculty of Law & Legal Studies
 - 15.8.1 School of Legal Studies.
- 15.9 Faculty of Nursing.
 - 15.9.1 School of Nursing
- 15.10 Faculty of Vocational Studies
 - 15.10.1 School of Vocational Studies.
- 15.11 Two or more courses of different schools may be grouped together to make one course under one school and / or a new school may be constituted according to the need as per UGC guidelines.
- 15.12 Some of the schools may offer some of the programs from different academic schools as per the need and approval of academic council given from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University
- 15.13 The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of Academic Council as per the provisions of respective regulatory bodies.

STATUTE - 16

DEAN OF THE FACULTY

- 16.1** The Dean shall be the Head of a Faculty of Studies.
- 16.2** The Dean shall be appointed by the Chancellor in order of seniority, from amongst the Professors of the various Departments of the Faculty
- 16.3** If at any time, there is no Professor in the department, the Chancellor may appoint the Dean in order of seniority from among the Associate Professors of the various departments of the faculty provided also that if there is no professor or Associate professor of the University Teaching Department, the Chancellor may approve the Dean of any other faculty to act as Dean of the concerned faculty.
- 16.4** The tenure of the Dean shall be for a period of three years or up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not serve more than six (6) years in continuation.
- 16.5** The Dean shall be the Head of the Faculty School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
- 16.6** The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
- 16.7** The Dean shall perform such other functions as may be prescribed by the Act, Statutes, Ordinances, Regulation.

STATUTE - 17

CONSTITUTION OF FACULTY

- 17.1 The faculty shall be the principal coordinating and administrative body among the departments constituting the faculty.
- 17.2 Each Faculty shall consist of the following members, namely:
- a) The Dean of the Faculty shall be the Chairperson.
 - b) The nominee of the Vice-Chancellor
 - c) All Heads of the departments constituting the faculty
 - d) All the Chairman of Board of Studies for the Subjects assigned to the faculty
 - e) Two experts co-opted by the faculty who possess special achievements in particular fields of study and are not teachers of the University for last three years.
- 17.3 The members of the faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise
- 17.4 Powers and Functions of the Faculty
- 17.4.1 The faculty shall consider and approve such administrative matters which are common among constituent departments of the Faculty of Studies.
- 17.4.2 The faculty shall have such powers and shall perform such duties as given in the Act, Statutes, Ordinances and Regulations.
- 17.4.3 The functions of the faculty shall be as follows:
- a) Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
 - b) To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - c) To coordinate work on subjects assigned to the faculty.
 - d) To secure coordination in research, whenever applicable.
 - e) The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council. The Dean may call a joint meeting of the Board of Studies assigned to Faculty, and Faculty to resolve matters of academic and administrative nature.

STATUTE – 18

BOARD OF STUDIES

18.1 The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body and shall consider all the academic matters of the Subjects and make the appropriate recommendations to the faculty for its considerations and approval. Further, it shall have control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations.

18.2 Constitution

18.2.1 The Dean of the Faculty shall be the Chairman of the board of studies and shall have the following as members, namely:

- a) All the Heads of the teaching schools that constitute the Faculty.
- b) All Professors and the Associate Professors assigned to the Faculty.
- c) One Professor from another Faculty as a nominee of the Vice - Chancellor.
- d) Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

18.2.2 The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

18.3 Meetings and Quorum

18.3.1 As a routine, the Board of Studies shall normally meet once a year on the dates fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.

18.3.2 The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation with the Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.

18.3.3 One third members of the Board of Studies shall form the quorum for a meeting.

18.4 Powers and Functions

Subject of the Act, the Statutes and the Ordinances, the Board Subject to the relevant provisions of the Act, the Statutes and the or Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include following:

18.4.1 To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluate research and the improvement in the academic standards.

18.4.2 To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.

18.4.3 To recommend to the Dean the combination and sub-division of the Departments or the Faculties, if required.

18.4.4 To consider and make recommendations to the Dean on matters of the general academic interest, either on its own initiative or best on directives received from the Planning and Development Board or the Board of Management.

18.4.5 To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects,

18.4.6 To take measures for Quality Education and Accreditation of the Departments of Studies.

18.4.7 The Board of Studies shall also be responsible:

- a) To prepare syllabus as for courses of study under their purview.
- b) To prepare a scheme of examinations.
- c) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses, and short-term training programmes referred to it.

- d) To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
- e) To prepare and submit the Annual Report on the functioning of Department/School to the Vice-Chancellor.
- f) To go through and consider any other academic matter may be referred to it for opinion,

18.4.8 The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and/or administrative nature.

STATUTE - 19

STUDENTS COUNCIL

- 19.1** The Students Council shall mainly function as a forum for the students. This for mainly gives the feedback and suggestions on academic matters, environment and activities to be carried out by the University in order to improve students employability, to the Dean of the Students.
- 19.2** Under the control of the Dean of Students Welfare, the Council may organize extension lectures by the renowned personalities and also extra-curricular activities in the University.
- 19.3** The University shall define such other functions for the Student Council in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE - 20

DEAN OF STUDENTS WELFARE

- 20.1** The Dean of Students Welfare (DSW) shall be appointed from amongst the Professors of the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
- 20.2** The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice Chancellor.
- 20.3** Governing Body may, on a report from the Vice Chancellor, terminate the nomination of the Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students Welfare will not serve any useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving a reasonable opportunity of being heard.
- 20.4** The Dean of Students Welfare shall be the Head of the Information Centre and the Placement Office in the University.
- 20.5** The Dean of Students Welfare shall, if the Governing Body, Board of Management or Academic Council so desires and invite, be present at any meeting of the authority concerned when matters relating to Students Welfare for deliberations therein.
- 20.6** Subject to the control of the Vice Chancellor, the Dean of Students Welfare shall -
- a) Make arrangements to ensure suitable accommodation facilities for students and provide guidance. Communicate with the guardians of the students regarding the welfare of the students;
 - b) Co-ordinate travel facilities for students;
 - c) Guide and also assist the students in obtaining scholarship, intern-ships, etc.
 - d) Perform such other duties as may be assigned to him and be of concern to students from time to time by the Registrar with the approval of the Vice Chancellor.

STATUTE - 21

APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY

- 21.1** The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.
- 21.2 Eligibility for Appointment**
- 21.2.1** A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- 21.2.2** Wide publicity will be given for the vacancies to be filled through the portal of the University,
- 21.3 Constitution the Selection Committee**
- 21.3.1** Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- 21.4** The Selection Committee will constitute:
- a) The Vice-Chancellor - Chairman
 - b) One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. Private University Regulatory Commission.
- 21.4.1** The Dean of Faculty concerned, wherever applicable.
- a) Head/Chairperson/School of the department/School concern.
 - b) one experts in the subject concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concern.
 - c) An academician not below the rank of Professor to be nominated by Chancellor, wherever applicable.
 - d) Four members, including one outside subject experts, shall constitute quorum.

21.5 Screening Committee

21.5.1 A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of eligible candidates to be called for an interview taking into account the Academic Performance as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the eligible candidates up to certain cut off for interviews in case of excessive number of applications from eligible candidates.

21.6 Recommendations of Selection Committee

21.6.1 The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments, the appointment letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification,

21.7 Fixed period / Part-time / Contractual Faculty

21.7.1 In addition to full-time Teachers the Board of Management / the Vice-Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

21.8 Eminent/Adjunct / Visiting Professors

21.8.1 The Vice-Chancellor on the recommendations of the Head of the Department/School and the Dean of the Faculty may invite Eminent/Adjunct /Visiting Professors, in consultation with the Chancellor. All such an appointment shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed three years.

21.8.2 For the appointment in these categories, mentioned in (a) above the Vice-Chancellor may on his own consider and recommend the appointment of distinguished scholars, scientists, writers or artists by relaxing

qualifications and eligibility criteria, provided the Board of Management and the Chancellor approve such appointments.

21.9 Resignation

21.9.1 Any resignation rendered by any employee shall be processed as per the Regulations of UGC and as prescribed in other related statutory bodies (Three Months/ One Month Prior Notice as decided by committee) for the purpose.

21.10 Disciplinary Action against Teachers

21.10.1 Whenever, there is a complaint of misconduct against the faculty member, the Vice Chancellor shall constitute a fact-finding committee and, if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

21.10.2 Based upon the Enquiry Committee's report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the services of Board of Management for approval. The decision so taken shall be final.

21.10.3 An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.

21.11 All the employees of the University shall be governed by the service rules and the code of conduct and ethics as recommended by Board of Management and approved by Governing body of the university.



21.12 Each Teacher who joins the University Service also has to sign a Code of Conduct and Ethics specified in the UGC regulations for the Code of Conduct and ethics for the University Teachers.

21.13 Notwithstanding anything contained in the Statutes, the Board of Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fits and, on the person, agreeing to do so appoint him to the post:

- 21.13.1** Provided that the Board of Management may also create supernumerary posts for a specified period for appointment of such persons.
- 21.13.2** Provided further that the number of supernumerary posts so created should not exceed five percent of the total posts in the University. .
- 21.13.3** The Board of Management may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- 21.13.4** The Board of Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit.
- 21.13.5** All hiring and staffing decisions will be made with the approval of the Chancellor.

STATUTE - 22

CATEGORIES, APPOINTMENT AND SERVICE CONDITIONS OF THE NON-TEACHING EMPLOYEES

- 22.1** Following types of non-teaching employees will be employed by the University
- a) Permanent / Probationary Employees
 - b) Contractual Employees
 - c) Casual Employees
- 22.2** Permanent employee shall be appointed against a clear vacancy by a committee as prescribed in the Regulation and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory after a working period of eleven (11) months or less.
- 22.3** Contractual employee is an employee who is appointed on contract basis for a specified period.
- 22.4** Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- 22.5** The service conditions for all the above types of employees shall be as prescribed in the Statutes and Regulations.
- 22.6** The selection committee for non-teaching employees will be prescribed by the Statues. 
- 22.7** The procedure for appointment of non-teaching employees will be prescribed by the Statues. 
- 22.8** Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact-finding committee and if necessary, based on the fact-finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- 22.9** Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of terminating of the services, the

- Registrar shall report the matter to and seek consent of the Vice-Chancellor whose decision will be final.
- 22.10** An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such an order.
- 22.11** Each of the Selection Committee for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members:
- a) The Registrar - Chairman
 - b) Vice-Chancellor Nominee
 - c) Any other members if Vice Chancellor deems necessary to be.
- 22.12** For the posts such as Deputy Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- 22.13** The quorum for a meeting of a selection committee constituted shall be three.
- 22.14** The procedures to be followed by the selection committees constituted under this statute, in making recommendations, shall be laid down in the Regulations.
- 22.15** The suitability of the persons for appointments shall be assessed by the scrutiny committee & the Experts in Selection Committee, if any.
- 22.16** The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
- 22.17** Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, on a regular basis, or taken on deputation.
- 22.18** Subject to satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.
- 22.19** If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.
- 22.20** The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be in consistent with the provisions of this Act, the Statutes and the Ordinances.
- 22.21** A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

STATUTE - 23

OTHER OFFICERS OF THE UNIVERSITY

23.1 Following shall be the other Officers of the University:

- a) The Deputy and the Assistant Registrars
- b) The Librarian, the Associate Librarians and the Assistant Librarians
- c) The Director and the Assistant Director of Physical Education
- d) The Director Corporate Relations
- e) Chief Proctor
- f) Proctor
- g) Director International Affairs
- h) Section Officers
- i) Warden

23.2 Officers as stated above from (1)(b) to (1)(f) shall be appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University,

23.3 The appointment of officers mentioned at (1)(c) and (1)(d) above shall be made following the procedure as laid down in the Statute for the appointment of Teachers and that of others mentioned at 1(b), 1(e) and 1(f) shall be made according to the procedure laid down for non-teaching staff. The appointment of officers mentioned in (g), (h), (i) shall be made according to the procedure laid down in the Regulation. The salary, allowances, leaves and other service conditions shall be as prescribed by the concerned Statutes or Regulations.

23.4 The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE - 24

CONVOCATION AND CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- 24.1** Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually on the main campus of the University or such other place as may be approved by the Governing Body
- 24.2** A special Convocation may also be held at such time as may be found necessary and convenient. The actual date of the Convocation in each case shall be fixed by the Vice Chancellor with the approval of the Chancellor.
- 24.3** Not less than two weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of Special Convocation or in any other case where such a course is considered expedient by the Chancellor.
- 24.4** The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of the respective programs.
- 24.5** The University shall create the provisions and rules for the award of medals to the students for each year at the time of the Convocation.
- 24.6** The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans of the Schools.
- 24.7** The student eligible to receive the degree in person must apply to the Registrar, seven working days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the Convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to four days before the date of Convocation, if such applications are accompanied by a late fee as fixed by the University.

- 24.8 Such students who are unable to present themselves in person at the convocation, may apply to receive their degrees in absentia in the prescribed form, after the date of convocation along with a fee as prescribed by the University.
- 24.9 Every degree shall bear the signature of the Vice-Chancellor, Registrar, and Controller of Examinations. The date on the degrees, whether to be awarded at the Convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- 24.10 Dignitaries such as the Chief Guest, the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans/Principals of the Schools shall wear such academic costumes as is approved by the Governing Body.
- 24.11 All students at the Convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the Convocation, who is not in the proper academic costume. The decision of the Board of Management in this regard shall be final.
- 24.12 Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the Convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- 24.13 The Academic Procession shall comprise the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, Deans/Principals of the Schools, and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards the dais in following order:
- a) **Controller of Examination.**
 - b) **The Registrar**
 - c) **The members of Academic Council**
 - d) **The members of Governing Body**

- e) The member of Board of Management
 - f) Deans of Faculty
 - g) The Pro Vice-Chancellor
 - h) The Vice-Chancellor
 - i) The Pro-Chancellor/s
 - j) The Chancellor
 - k) Other nominated Guest(s), if any
 - l) The Visitor
- 24.14 All of the above, except Academic Council shall take their seats on the dais in places reserved for them.
- 24.15 The students present at the Convocation shall take their seats at the places reserved for them before the procession enters the Convocation Hall. As the procession enters the Convocation Hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- 24.16 Lamp may be lighted, to invoke the blessings of "any supreme power".
- 24.17 The Registrar shall take the sanction of the Visitor and/or the Chancellor and in his absence the Pro Chancellor/Vice Chancellor/Pro Vice-Chancellor to start the proceedings by saying "The convocation of **Gyanveer University, Sagar M.P.** has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chancellor or the Pro Chancellor/Vice Chancellor shall then pronounce. "I permit the Convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor /Vice-Chancellor/Pro Vice Chancellor, declare the Convocation opens".
- 24.18 The Vice-Chancellor will then present the annual report of the University.
- 24.19 The Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of Gyanveer University, I request Hon'ble Visitor/Chancellor, that you may be pleased to graciously confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his outstanding services."

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on ____ the Degree of _____ (honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree will then present his address, if any.

24.20 Chancellor or in his absence the Pro/Vice- Chancellor shall then say: "Let the students be presented".

24.21 The following shall be the order of the presentation of degrees:

- a) **Gyanveer Sarvashreshtha Chhatra Swarn Padak (Gold Medal to the Best Student), If any;**
- b) **Gyanveer Bahumukhi Utkrishta Chhatra Puraskar (Shield for All Around Excellence), If any;**
- c) **Chancellor Gold Medal, If any;**
- d) **Vice-Chancellor Gold & Silver Medals, by School;**
- e) **Post-Doctoral Degrees, If any;**
- f) **Ph. D. Degrees, If any;**
- g) **Post Graduate Degrees, If any;**
- h) **Undergraduate Degrees, If any;**
- i) **Diploma/Certificates, If any;**

24.22 The Deans/Principals of their respective Schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans/Principals of the Schools and the Vice-Chancellor shall be:

"Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of _____ to which I pray he/they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of Gyanveer University, I admit you to the degree of _____ in this University and charge you to prove worthy of the honour conferred on you.

The student shall acknowledge it with a bow. The recipients of the degrees shall remain standing while the Dean/Principal and the Vice-Chancellor admit the students to the degrees.

- 24.23** After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the Convocation and also in absentia.
- 24.24** The Visitor or the Chancellor or the Pro-Chancellor/s, or in their absence, the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Pro/Vice-Chancellor, as the case may be.
- 24.25** The Chancellor or the Pro-Chancellor/s and in his absence, the Pro/Vice-Chancellor, will then introduce the chief Guest and request him to address the Convocation.
- 24.26** The Chief Guest will then deliver the Convocation address.
- 24.27** The Registrar with the permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro/Vice-Chancellor will then declare the Convocation closed.
- 24.28** National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- 24.29** The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- 24.30** Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual Convocation or Convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the Convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed fee by the University.

- 24.31 A Special Convocation may be held for the purpose of conferring a Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.
- 24.32 University may confer Honorary Degree of Ph.D., D.Sc., LL.D. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
- 24.33 Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department/Constituent Institutions/Dean/Principal will forward it to the Vice Chancellor.
- 24.34 On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Academic Council and Board of Management to consider the proposal.
- 24.35 If, at a later stage, it is found that the honorary degree has been conferred of the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by a two-third majority of the members of the Governing Body and the same as approved by the Chancellor.
- 24.36 The Vice-Chancellor shall ascertain from the proposal that it the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- 24.37 Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- 24.38 No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- 24.39 On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support, the proposal shall be declared to be dropped.

STATUTE - 25
ADMINISTRATION OF ENDOWMENT/CORPUS FUNDS FOR
THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS
AND PRIZES IN THE UNIVERSITY

- 25.1** The Board of Management may accept donations for creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- 25.2** The Board of Management shall administer all the donations / endowments received.
- 25.3** The award shall be made out of the annual income accruing from the endowment.
- 25.4** Organization or individuals intending to sponsor a fellowship, Scholarship /stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
- 25.5** The Board of Management shall prescribe the conditions for depositing the endowment funds in secured instruments.
- 25.6** The value of the endowment necessary for instituting an award shall be prescribed by the Board of Management.
- 25.7** The detailed terms and conditions for fellowships, scholarships, awards and prizes shall be laid down in the MoU for each case.
- 25.8** In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
- 25.9** Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- 25.10** Approval for carrying out literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE - 26

ANNUAL REPORT

- 26.1** The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- 26.2** The Annual Report shall consist of two (2) parts
- 26.1.1** Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and
- 26.1.2** The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
- 26.3** The Report along with Audited Accounts shall be placed for approval by the Governing body once approved by the Board of Management.
- 26.4** A copy of the Annual Report shall be presented to the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
- 26.5** The Annual Report is a public document and will be available on the website of the University, after the presentation to the Visitor.
- 26.6** The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
- 26.7** The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.

STATUTE -27

APPOINTMENT OF EXAMINERS

27.1 In this Statute: -

27.1.1 'Internal Examiner' means

- a) In case of a theory paper an examiner includes a paper setter who is a teacher in a University Teaching Department, School of Studies, or maintained by or affiliated to the University.
- b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

27.1.2 'External Examiner' means an examiner other than an internal examiner.

27.1.3 'Co-Examiner' means an examiner in a written paper other than the paper-setter.

27.2 The office of the Controller Examination shall prepare, for every subject, an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of studies concerned.

27.3 The list shall contain as far as possible information relating to the persons included there in on the following points :

- a) The academic qualifications and teaching experience at degree and post graduate levels.
- b) The field of specialization.
- c) The examinations of the University and years in which they have acted as examiners in the past.

27.4 The Examination Controller office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of each practical/viva voce examination together with the estimated number of candidates there at.

- 27.5 The Examination Committee shall in the light of the provision of the following paragraphs, recommend: -
- a) A panel of three names for the appointment of the paper setter of each written paper,
 - b) A list of names of persons for appointment as co examiners, where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
 - c) A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination in different departments.
- 27.6 The Vice Chancellor shall appoint paper setters, co-examiners and practical/viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and that his appointment will not be contrary to the provisions of statutes/ regulations or norms of the related regulatory bodies.
- 27.7 The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester,
- 27.8 Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- 27.9 The qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University shall be prescribed in the Ordinance.
- 27.10 Moderators when felt necessary will be appointed by the Vice-Chancellor.
- 27.11 The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- 27.12 A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same,
- 27.13 Conditions of Appointment as Examiner
- a) No person shall act as paper setter or examiner either in the theory or viva voce or practical examination if any of his relatives are appearing in the concerned examination.
 - b) No person shall act as a moderator or tabulator for any examination if any of his relatives are appeared at that examination.

STATUTE - 28

THE PROCTORIAL BOARD

- 28.1** There shall be a Proctorial Board to maintain the discipline amongst the student of the University it shall consists of the following members: -
- | | | |
|--|---|-------------|
| A Professor nominated by the Vice-chancellor | - | Chairperson |
| Dean of Students Welfare | - | Convener |
| The Chief Proctor | - | Member |
| All Proctors | - | Member |
| All Wardens of the Hostels, and | - | Member |
- One student was nominated by the Vice-chancellor from the Students Council.
- 28.2** Chief Proctor is assisted by additional proctors, and all Deans/Principals/HODs will be the default members of the Proctorial Board and will have a deciding role if student involved are of their departments.
- 28.3** The Proctorial board will have at least one lady member other than HODs and will be the Chairman of the committee for enquiry against sexual harassment, disrespectful behaviour, or any misbehaviour with a girl student.
- 28.4** The Chairman, Chief Proctor and proctors shall be appointed by the Vice-Chancellor amongst the teachers of the University The number of proctors shall be determined by the Vice-chancellor depending upon the enrollment of the student in the University. The tenure of the Proctorial Board shall be three years.
- 28.5** Gyanveer University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Gyanveer University Proctorial Board is fully responsible for ensuring that rules and regulation framed by Institute are being followed by the students.
- 28.5.1** To maintain discipline in the Institute; ensure Institute rules are understood and followed.
- 28.5.2** To keep an eye on the general moral behaviour of the students.
- 28.5.3** To prevent the student from indulging in any political activities at Institute premises.

28.5.4 Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, ragging, manhandling etc. are dealt strictly by the Proctorial Board.

28.5.5 The University Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately, depending upon the nature and need of the enquiry.

28.5.6 The Proctorial Board shall prepare a code of conduct to be followed by the students and shall place it before the Board of Management for its approval.

28.5.7 Any violation of the code of conduct or breach of any rule of regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.

28.6 NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY:

28.6.1 A student can lodge complaint in the office of any of the authorities at **Gyanveer University** including Vic-Chancellor/Registrar/Dean/Director/Chief Proctor/ HOD/ Chief Warden etc.

28.6.2 After receipt of a complaint, it is scrutinized by the Principal/Director/HOD and Principal is empowered to take necessary action against the accused as per "University Rules and Regulations for Students", with at least three other members of the Proctorial Board.

28.6.3 If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of the Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in-depth investigation.

28.6.4 Proctorial enquiry is an internal enquiry of Gyanveer University and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

28.7 THE PROCTORIAL BOARD WILL FOLLOW FOLLOWING PROCEDURE TO INITIATE ENQUIRY IF THE COMPLAINT IS ASCERTAIN:

28.7.1 The complainant is called for a hearing and his statement is recorded.

28.7.2 The accused person(s) is called for recording his/her statement.

- 28.7.3 Witnesses mentioned by both parties are listed and they are called to recording their.
- 28.7.4 Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- 28.7.5 A cross-examination of the accused and the complainant is conducted.
- 28.7.6 If any material evidence, like audio/video tapes/paper/mobile clippings documents etc is available, the same is examined. The authenticity is established from the submitted documents.
- 28.7.7 Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defence and punishment is decided.
- 28.7.8 The defence given by the accused persons in the show cause notice is studied and examined.
- 28.7.9 A report is prepared as per the "University Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- 28.7.10 Final report and recommendations are submitted to Dean/ Director for approval & final decisions.
- 28.7.11 Consequently, the award of punishment is conveyed to the student, duly signed by the Chief Proctor/Director and Dean Student Welfare (DSW).
- 28.7.12 The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

28.8 The power and duties of Chief Proctor

- 28.8.1 The Chief Proctor shall get a Proctorial form filled by students and keep it for therecord in his/her office.
- 28.8.2 He/she will issue an identity card to each student with his/her seal and signature.
- 28.8.3 He/she shall be authorized by the University to issue rail and air travel concession orders the bonafide students of the University.
- 28.8.4 He/she will place all the matters brought to his/her attention before the Proctorial Board on being approved by the Vice-Chancellor.

STATUTE - 29

CREATION OF NEW AUTHORITIES

- 29.1** This Statute provides for the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and Academic Council.
- 29.2** The constitution, composition, powers and functions of the new authorities so created may, as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- 29.3** The procedure of constitution, tenure, quorum for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, is provided in the concerned Statutes.
- 29.4** The powers and functions of such authorities are as prescribed in the concerned Statute.

STATUTE – 30

COMMITTEES/BOARDS OF THE UNIVERSITY

- 30.1** Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- 30.2** Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- 30.3** Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case may think fit.
- 30.4** Anti-ragging committee will be formed as per the UGC guidelines.
- 30.5** Woman's Grievances Cell shall be formed as per the UGC guidelines.
- 30.6** SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
- 30.7** The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of reference as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities or the Statutes.

STATUTE - 31

DEPARTMENTAL COUNCIL - COMPOSITION, FUNCTIONS AND ACTIONS

- 31.1** Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.
- 31.2** Composition: The Departmental Council shall comprise all Professors, Associate Professors and Assistant Professors of the Department.
- 31.3 Meetings**
- 31.3.1** The Head of the Department shall preside over the meetings of the Departmental Council and in his absence, the senior most Professor/Associate Professor of the Department shall preside over the meetings.
- 31.3.2** The Departmental Council shall meet at least twice a year and one-third of the total members of the council shall constitute the quorum.
- 31.4 Duties and Functions**
- 31.4.1** The Departmental Council without prejudice to the powers conferred on other authorities shall consider matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:
- 31.4.2** Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
- a) The Head of the Department - Chairperson
 - b) Two seniors most teachers of the Department
 - c) One nominee of the Dean of the Faculty
- 31.4.3** The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- 31.4.4** Departmental Council shall recommend to the Board of Studies the courses and curriculum for its consideration.

- 31.4.5 Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- 31.4.6 Shall recommend the purchase of books and journals for the Central and Departmental Library.
- 31.4.7 Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- 31.4.8 Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- 31.4.9 The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NEP 2020/ NBA / NAAC guidelines:
- a) Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 - b) Defining the Departmental Program Outcomes (POS) and their monitoring and redefining at regular intervals.
 - c) Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees
 - d) Arranging Students counseling regularly and allotment of Faculty counsellor.
 - e) Arranging departmental level Invocation and Induction Courses for Students.
 - f) Arranging departmental level Induction Programs for New Faculty and Employees,
 - g) Arranging yearly academic and administrative reports.
- 31.4.10 Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech / B.E. / and M.Sc. / M.A.
- 31.4.11 Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations.

- 31.4.12 Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- 31.4.13 Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
- 31.4.14 Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department implementing the decisions on all policy matters as provided above.
- 31.5 The decision of the Council will be by majority. In case of a tie, the presiding officer shall have the casting vote.
- 31.6 Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons and the decision of the Vice-Chancellor shall be final.

STATUTE - 32

THE PLANNING AND DEVELOPMENT BOARD

- 32.1 The Planning and Development Board shall consist of the Vice Chancellor and not more than four members to be nominated by the Board of Management. The Vice Chancellor shall be the Chairperson of the Board.
- 32.2 All the members of the Planning Board, other than the Vice Chancellor, shall hold office for a term of three years.
- 32.3 The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University
- 32.4 The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- 32.5 The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice a year
- 32.6 The recommendations of the Planning and Development board shall be presented to the Academic Council for necessary action.

STATUTE - 33

RECOGNITION COMMITTEE - CONSTITUTION AND FUNCTIONS

- 33.1** The University shall constitute a Recognition Committee consisting of the following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.
- 33.2** **Constitution**
- a) The Vice-Chancellor - Chairperson
 - b) All the Deans of the Faculties
 - c) All the Head of Departments
 - d) Two Professors of the Faculty of the University
- 33.3** **Functions: -**
- 33.3.1** Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities that are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National importance such as the IITs, IIMs, NITS, IISC Bangalore etc.
- 33.3.2** In no case, any degree of any other University which does not satisfy the above criterion shall be recognized including that of blacklisted Universities, by the UGC.
- 33.3.3** If any of the Universities does fall into one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.
- 33.4** In the context of Foreign Universities, if not covered above, the guidelines issued by the UGC/ Government of India shall be followed.

STATUTE - 34

CREATION OF CENTERS, CELLS AND COMMITTEES FOR QUALITY EDUCATION AND ACCREDITATION PROCESSES

34.1. For the purposes of imparting Quality Education and Accreditation, the University shall create the following Boards, Cells, Centres, Committees as per UGC/NAAC/NBA/MPPURC Guidelines:

- a) Training, Placement and Industrial Interaction Cell
- b) Collaborations and MoUs Development Cell
- c) Research and Innovations Development and Promotional Centre.
- d) Information Technology and knowledge Management Centre
- e) Values and Ethics Development Cell
- f) NSS and Community Services Centre
- g) Internal Quality Assurance Cell (IQAC),
- h) Environmental Consciousness and Green Audit Committee
- i) University Academic and Administrative Yearly Audit Committee
- j) University Academic Calendar Preparation and Monitoring Cell.
- k) Publication Centre for Journal, Web, and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- l) Equal Opportunity Cell
- m) Gender Sensitization Cell
- n) Health Centre
- o) Daycare Centre
- p) Women and Students Grievances Committee
- q) Anti-Ragging Committee
- r) Staff Welfare Committee
- s) Entrepreneur Development Cell

STATUTE - 35

CREATION OF CHAIRS

- 35.1** Establishment of the Professorial / Research Chairs for Creating Focused Seats /Institutions of Higher Learning.
- 35.1.1** A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
- 35.1.2** The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
- 35.1.3** The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
- 35.2** In furtherance of the objective of the establishment of a Chair, the University -
- 35.2.1** Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the MoU approved while establishing the Chair.
- 35.2.2** Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
- 35.2.3** May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
- 35.2.4** May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- 35.2.5** May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.

- 35.2.6 May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- 35.2.7 The establishment of the Chair shall require one-time donation as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / her discretion.
- 35.2.8 The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 36

TRIBUNAL ARBITRATION

- 36.1 Any dispute arising out of a contract of employment and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- 36.2 Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
- 36.3 The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- 36.4 The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 37

UNIVERSITY FUND

- 37.1 The University Fund shall be kept in many accounts as may be approved by the Board of Management.
- 37.2 The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
- 37.3 All necessary expenditure will be permitted by Chancellor and Pro Chancellor subject to provisions of the Act and the Statutes.
- 37.4 There shall be detailed running audit, or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- 37.5 The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.6 The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.7 After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
- 37.8 Financial Estimates : The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 सितम्बर 2023

क्र. आर-87-सीसी-23-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, अमलतास निजी विश्वविद्यालय, देवास के प्रथम परिनियम क्रमांक 01 से 33 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 33

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

AMALTAS UNIVERSITY, DEWAS

Statute 1

SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of Amaltas University, Dewas, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or prospective effect, from such a date as prescribed in the notification.

Statute 2

DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) 'Academic Council' means the Academic Council of Amaltas University, Dewas.
- (4) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) 'Administrative Officer' means an officer looking after the day-to-day administrative work of Amaltas University, Dewas.
- (6) 'Below Poverty Line family' means a family whose income is below the poverty line as specified by the State or Central Government, from time to time.
- (7) 'Board' means, the Board of Management of the Amaltas University, Dewas;
- (8) "Board of Studies" Means the Board of Studies of the University departments / faculties.
- (9) 'Chancellor' means Chancellor of Amaltas University, Dewas.
- (10) 'Chief Finance and Accounts Officer' means the Chief Finance and Accounts Officer of Amaltas University, Dewas.
- (11) "Convocation" means the convocation of the University.
- (12) "Course(s)" means prescribed area(s) or course(s) of study or program(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (13) "Dean" means, Head of an academic Institution;
- (14) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (15) 'Department' means, Department of Studies and includes a Centre of Studies of Amaltas University, Dewas in the main campus.
- (16) "Employee" means any person working on the payroll of the University.
- (17) 'Endowment Fund' means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the Adhiniyam 2007) of Amaltas University, Dewas.
- (18) "Executive Committee" means Executive Committee of the Sponsoring Body.
- (19) "Faculty" means Faculty of the University listed in Statute No.-15

- (20) 'Fee' means the collection made by Amaltas University, Dewas from the students by whatever means it may be called.
- (21) 'Governing Body' means the Governing Body of the Amaltas University, Dewas.
- (22) 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
- (23) 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- (24) 'Main Campus' means the main campus of Amaltas University, Dewas situated in school of studies as prescribed in Adhiniyam 2007 and where the main office of the University is located.
- (25) 'National Council of Assessment and Accreditation' means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal.
- (26) 'Ordinances' means Ordinance of Amaltas University, Dewas.
- (27) 'Other Backward Classes' means the communities, castes and tribes notified by the State Government from time to time.
- (28) 'Pro-Vice Chancellor' means, Pro-Vice Chancellor of Amaltas University, Dewas listed in Statute No.-35.
- (29) 'Qualification' means Degree or Diploma or any other qualification awarded by Amaltas University, Dewas.
- (30) 'Registrar' means the Registrar of, Amaltas University, Dewas as listed in Statute No.-07.
- (31) 'Regulatory Commission' means the Madhya Pradesh Private University – Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) 'Regulatory Council' As defined in Section 2(1)(V) of Act 2007 & as amended in 2013.
- (32) "Regular Education" means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (32) "Regulation" means regulation of the University.
- (33) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (34) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) 'Scheduled Caste' means the Scheduled Castes notified under Article 341 Constitution of India of the

- (36) 'Scheduled Tribes' means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) 'School of Studies' means an institution maintained by Amaltas University, Dewas, as a place of higher learning and research' in the campus.
- (38) 'Sponsoring Body' in relation to Amaltas University, Dewas means H. K. Kalchuri Education Trust, Bhopal, a Registered Public Trust under Madhya Pradesh Public Trust Act, 1951.
- (39) 'State Government' shall mean, the Government of the State of Madhya Pradesh.
- (40) 'Teacher' means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at Amaltas University, Dewas.
- (41) 'The Adhiniyam' means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
- (42) "The University" means a University established or incorporated by or under State Act 2007.
- (43) The terms "he", "him" and "his" include the feminine gender also.
- (44) 'UGC' means University Grants Commission, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) 'Vice Chancellor' means the Vice Chancellor of Amaltas University, Dewas.
- (46) 'Visitor's prescribed in the Act 2007, means the Visitor of Amaltas University, Dewas, i.e. His Excellency, the Governor of the State of Madhya Pradesh.
- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam.

Statute 3

SEAL OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

Statute 4

OBJECTS OF THE UNIVERSITY:

The primary aim of Amaltas University would be to impart world-class knowledge and training to students, working executives and professionals interested in making a career in Health(Medical)/Technical Sciences, Traditional, Vocational, Legal, Bridge Courses, Short term Professional Courses and their Allied Domains. Following are the main objectives of the University:

- a. To provide instruction, teaching and training in Higher Education and make provision for research, advancement and dissemination of knowledge. Creation of high level of intellectual ability and to establish state of the art facilities for education and training.
- b. To carry out teaching and research and offer continuing education programs.
- c. To create centers of excellence for research and development and for sharing; approved by the State Government Regulatory Commission.
- d. To maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council. To pursue any other objective based on the recommendations of the above bodies from time to time.
- e. To collaborate with other universities, Research Institutions, Government and Non Government Organization towards fulfillment of the University objectives. To establish new institutions and courses as per the need of the community. To pursue any other objectives as may be approved by the Sponsoring Body.
- f. To award degree, diploma, Certificates and other academic of struction as prescribed in the statutes and ordinance of the University.

University would build an academic community committed to the creation, application and transmission of knowledge through open, disciplined, rational inquiry, and distinguished by the essential values of Academic freedom, Institutional autonomy, Exemplary Ethical and Moral Standards, Proactive engagement with all stakeholders, Equality, Diversity and Congeniality & Sustainability etc.

Statute 5**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE
CHANCELLOR****1. Appointment:**

In accordance with Section 16(1) of the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University.

2. Terms & Conditions:

- i. The Chancellor shall hold office for a period of five years and shall be eligible, for reappointment with the approval of visitor following the procedures laid down above under clause 3(a) of this statute.

Provided that the chancellor shall notwithstanding the expiring continues to hold his office until either he is reappointed or his successor enters upon his office.

- ii. In case of an emergency like illness, absence or death of the Chancellor, the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.
- iii. The Chancellor shall be the head of the Amaltas University.
- iv. The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Amaltas University for conferring degrees, diplomas or the academic distinctions.
- v. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- vi. In a special meeting called for the purpose, the Board of Trustees of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majorities, can recommend to the Visitor for the removal of the Chancellor.
- vii. The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause 3 (a) of this statute.

Powers of the Chancellor: The Chancellor shall have the following Powers namely:

- (a) To exercise general control over the affairs of University.
- (b) To appoint and remove the Vice-Chancellor and Pro-Vice-Chancellor;
- (c) To call for any information or record relating to any affairs of the University.
- (d) The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Amaltas University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his perusal and necessary action as warranted.
- (e) The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.

Statute 6

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR

APPOINTMENT OF VICE-CHANCELLOR:

- a) The Vice-Chancellor shall be appointed as section 17 of the Act by the Chancellor from the panel recommended by the 'selection committee' constituted for the purpose.
- (b) The selection committee, referred to in sub-section (a) of the section 17(2) of the act shall consist of the following members, namely:
 - (i) Two eminent academicians nominated by the Sponsoring Body and
 - (ii) One eminent person nominated by the State Government.
- (c) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- (d) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.
- (e) Provided that if the chancellor does not approve the recommendations of the 'selection committee', he may call for fresh recommendation from it (the selection committee).
- (f) Notwithstanding anything contained in the foregoing clause, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- (g) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term four years.
 Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

TERMS AND CONDITIONS:

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University.
- (b) The Vice-Chancellor shall receive a fixed pay as per the norms of the U.G.C. per month plus other allowances as admissible from time to time
- (c) During his/her tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
- (d) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes and private local use as per Rules.
- (e) The Vice-Chancellor shall have the tenure till the age as prescribed by UGC norms.
- (f) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-(i) has made default in performing any duty imposed on him by or under this Act (ii) has acted in a manner prejudicial to the interest of the University, or (iii) is incapable of managing the affairs of the University. The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- (g) No order under sub-section I shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- (h) As from the date specified in the order under sub-section I, the Vice Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (i) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

POWERS OF VICE CHANCELLOR:

- (a) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- (b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person, in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

- (c) If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhinyam and Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- (d) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

FUNCTIONS:

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- (c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. She/he shall have powers to convene the meeting of the Board of Management and the Academic Council.
- (d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhinyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- (f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances

Statute 7

REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE

- (a) The appointment of the Registrar shall be made by the Governing Body on recommendation of the expert committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.
- (b) The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of
 - (i) Vice-Chancellor Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Two expert members approved by Governing Body
 - (iv) One observer nominated by Chairman, Regulatory Commission.
- (c) The Registrar shall receive salary in the scale as per UGC norms or as sanctioned by the Governing Body.
- (d) No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.
- (e) The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.
- (f) The Registrar shall retire on completing the age of sixty five years.
- (g) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided, that before such action, the Registrar shall be given an opportunity of being heard.

POWERS & DUTIES OF REGISTRAR

- (a) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (b) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote. *Amended*

- (c) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- (d) He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- (e) He shall be responsible for inventory management of furniture, fittings and Equipments and ensure annual stock taking and physical verification of the same.
- (f) He shall arrange for condemnation of unserviceable furniture and equipments as recommended by Committee appointed for that purpose.
- (g) Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any board or committees appointed under the Adhiniyam of which he is to act as Secretary;
- (h) Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any board or committees of the University appointed under the Adhiniyam of which he is to act as Secretary;
- (i) Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/authorities.
- (j) Shall supply to the Vice Chancellor
 - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
 - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings;
 - (iii) such other 'papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;
- (k) Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary.
- (l) Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same;

Statute 8

**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF
FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The committee shall consists of :

- (v) Vice Chancellor – Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Two expert member approved by the Governing Body
 - (iv) One observer nominated by the Chairman, Regulatory Commission.
- (4) Selection of CAFO

The University will follow the following procedure for the selection of the CAFO.

- v. The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation.
 - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
 - iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement of CFAO shall be sixty five years.
- (10) Duties of the CFAO shall include:
 - i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
 - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
 - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
 - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.

Statute 9**GOVERNING BODY**

The Governing Body of the Amaltas University, Dewas shall consist of the following members, namely:

- (v) the Chancellor;
- (ii) the Vice-Chancellor;
- (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist.
- (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- (v) One representative of the State Government not below the rank of Deputy Secretary.
- (vi) The Chancellor shall be the Ex-officio chairman of the Governing Body.
- (vii) The Registrar will be the Member Secretary of Governing Body.

TENURE:

The term of a nominated member of the Governing Body shall be three years and no nominated members shall hold office for more than two consecutive terms.

POWERS:

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhiniyam and the Statutes, Ordinances or Regulations made there under.
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made there under.
- (d) To approve the budget and annual report of the University.

- (e) To lay down the policies to be followed by the University.
- (f) To recommend to the Sponsoring Body the liquidation of the University provided a situation arises when the functioning of the University is not possible.
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

FUNCTIONS:

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.

- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhiniyam.
- (j) Shall periodically review the Broad decisions and programs of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations.
- (m) Shall frame rules/regulations for the conduct of its business.

MEETINGS AND QUORUM:

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

VACANCIES:

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.

- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

Statute 10

BOARD OF MANAGEMENT

CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a) The Vice Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- e) Two Senior most Teachers of University by rotation other than the clause(d) as above.
- f) Registrar: Ex-Officio Member Secretary.

2. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
 - (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- © The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

3. POWERS AND FUNCTIONS:

The Board of Management:

- v. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- V. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners/invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.

- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

4. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.
- (f) The Board of Management in the manner hereinafter provided may make the Ordinances.

In making the Ordinances, the Board of Management shall consult,

- v. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
- ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.

- (g) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (h) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (i) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (j) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (k) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
 - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings.
 - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
 - (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
 - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

5. MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice Chancellor.
- c) Five members shall constitute the quorum.

6. VACANCIES:

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence. Including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

Statute 11**FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL****FORMATION OF ACADEMIC COUNCIL:**

1. The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

- a) Chairperson – Vice-Chancellor
- b) Members – All Deans of Faculty and all Chairpersons of Board of Studies.
- c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institutions and to be nominated by the Vice Chancellor for a term of Two years. Teacher can be re-nominated for second term continuously. Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.

- d) Controller of Examinations.
 - e) Member Secretary-Registrar.
 - f) One representative nominated by Chairman, Regulatory Commission.
 - g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
 - h) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
2. Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.
3. Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council. Casual vacancies shall be filled for the remainder period of the term of Member.
- Removal/Disqualification:
- (i) The person who resigns from his/her post in University ceases to be member:
 - (ii) On removal or dismissal from his/her post in University.
 - (iii) Convicted for any offence including moral turpitude.
 - (iv) Nominating Authority may remove a Member who is sick, insane and is incapable of discharging duty in the Council.
 - (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

4. CONDUCT:

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated
 - i. Due to vacancies in Academic Council.
 - ii. Due to non-receipt of meeting notice by any member or members.
 - iii. Due to defective nomination of any member.

6. POWERS, DUTIES AND FUNCTIONS:

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the The Adhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honour of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose/task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehaviour, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centres.

- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.
- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

Statute 12

FINANCE COMMITTEE:

(v) CONSTITUTION:

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice Chancellor – Chairperson
- b. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- c. One member to be nominated by Governing Body.
- d. One Member to be nominated by board of Management from amongst its members.
- e. One Member to be nominated by the Academic Council from among its Members;
- f. The Registrar;
- g. Chief Finance & Accounts Officer, as Member Secretary;
- h. As per the provision of Act 2007 and as amended time to time.

(ii) TENURE:

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as the original constitution. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

(iii) POWERS AND FUNCTIONS

The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

Provided, that such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

Provided further that, if the incurring of expenditure by the Vice Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice Chancellor shall have the casting vote.
- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

(iv) MEETINGS & QUORUM:

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

Statute 13

STANDING COMMITTEE OF UNIVERSITY

IT'S FUNCTION & RESPONSIBILITIES

The Standing Committee of the University shall consist of following

- | | | |
|------|---|------------------|
| i. | Vice-Chancellor: | Chairperson |
| ii. | Registrar | Member secretary |
| iii. | Chief Finance Account Officer | Member |
| iv. | Deans of all Faculties of the University | Member |
| v. | Three senior Heads of Departments of the University by rotation (which will be for three years) | Member |
| vi. | One Nominee of the Chancellor. | Member |

The Vice-Chancellor may invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

POWERS AND DUTIES

(A) Powers of the Standing Committee on Academic Affairs-Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:

- (i) To advise the Governing Body on all academic matters;
- (ii) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
- (iii) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
- (iv) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
- (v) To advise the Governing Body on the promotion of research in University,

- (vi) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;
- Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.
- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.
- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under.

4. MEETINGS AND PROCEEDINGS

- i. There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.
- ii. The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

- iii. **Special Meeting of the Standing Committee on Academic Affairs**— The Vice Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.
- iv. **Chairman of the meeting**—The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.
- v. **Quorum**—One-third of the members of the Standing Committee on Academic Affairs, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

Statute 14

BOARD OF EXAMINATION

- (1) The Board of Examination of each Subject shall consist of the following members:
 - (i) Head of the Department – Chairman.
 - (ii) Two senior most teachers of the Department (other than the head of the department).
- (2) Board of Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subjects. Vice Chancellor will have the right to add or delete names in the proposed list.

Statute 15**1. FACULTIES**

(1) The University shall include the following faculties:

S. No.	Faculty
1.	Faculty of Medicine
2.	Faculty of Dental Science
3.	Faculty of Ayush -
4.	Faculty of Pharmacy -
5.	Faculty of Nursing
6.	Faculty of Science
7	Faculty of Education & Physical Education
8	Faculty of Commerce
9	Faculty of Management
10	Faculty of Engineering & Technology
11	Faculty of Architecture
12	Faculty of Law
13	Faculty of Computer Science & Application
14	Faculty of Mass Media
15	Faculty of Fine Arts
16	Faculty of Arts Humanities & Social Sciences
17	Faculty of Life Sciences
18	Faculty of Languages
19	Faculty of Agriculture
20	Faculty of Performing Arts & Design
21	Faculty of Vocational courses
22	Faculty of Paramedical Science
23	Faculty of Home Science

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

(2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

2. CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

(1) The Dean of the Faculty who shall be the Chairman.

- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

3. POWER OF THE FACULTIES

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

Statute 16**DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

Statute 17

BOARD OF STUDIES

There shall be Boards of Studies pertaining to the following subjects/group of subjects:

- (a) In Pre and Para Clinical subjects comprising of Anatomy, Physiology, Biochemistry Pathology, Pharmacology, Microbiology, Forensic Medicine, and Community Medicine.
- (b) In Clinical subjects comprising of Medicine, Surgery, Otorhyno- laryngology Radiology, Anesthesiology, Pediatrics, Ophthalmology, Psychiatry, Dermatology Ophthalmology, Orthopedics, Obstetrics and Gynecology.
- (c) In Dentistry
- (d) In Pharmacy
- (e) In Nursing
- (f) In Para medical & Vocational Courses
- (g) In Management and Hotel Management
- (h) In Engineering, Technology, Architecture & Computer Science
- (i) In Mass Media, Fine Arts, Performing Art & Design
- (j) In Arts, Social Sciences, Humanities & Languages
- (k) In Sciences, Life Sciences & Home Science
- (l) In Commerce.
- (m) In Education & Physical Education
- (n) In Ayush
- (o) In Agriculture

The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Boards as above and may delete subjects, if required.

CONSTITUTION OF BOARD OF STUDIES:

- a) The Board of Studies shall be constituted by the Chancellor on the recommendations of Vice-Chancellor.
- b) The Members of the Board of Studies shall not exceed twenty exclusive of at least two external members in each Board. External means teachers working in other University.
- c) The chairman & Members of the Board of Studies will be nominated by the Chancellor among the teachers in the University.

- d) The term of Chairman and Members is three years. Members can be re-nominated for a maximum of three consequent terms. The Chairman shall be nominated from among the senior teachers in BOS, on rotation
- (e) When the Chairman of the Board resigns or remains absent for any reason, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.
- (f) The Chairman of Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as member of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor. The Members co-opted shall not exceed two at any time. Co-opted Members shall offer their expert opinions whenever sought and shall not form a part of the Board proceedings.

COMPOSITION OF EACH BOARD:

- (a) One member from among the professors in each subject to be nominated by Vice Chancellor on the recommendation of Head of Institution.
- (b) Four teachers from among all the teachers in the specialty, other than professors and possessing PG qualification in any specialty, in the group of subjects to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (c) Two senior members of teaching faculty from Institutions other than Amaltas University shall be nominated as external members for a term of three years.
- (d) Members shall be responsible for ensuring that minimum recommendations about curriculum laid down by Regulatory Bodies, MCI, DCI, AICTE, Pharmacy Council, INC, Bar Council, etc are followed.

REMOVAL/DISQUALIFICATION OF MEMBER:

- (a) The member ceases to be so:
 - (i) On resignation/removal from University
 - (ii) When convicted for any offence including moral turpitude.
- (b) A member can be removed:
 - (i) Who is sick, insane and incapable of discharging the duties in the board.
 - (ii) Who is found guilty of misconduct, indiscipline and malpractice.

POWER AND FUNCTIONS OF BOARD OF STUDIES:

- (a) The Boards of Studies shall prepare and recommend the detailed courses of study and curriculum or the different levels of studies in the respective subjects.

- (b) Board of Studies may recommend to the Academic Council any matter connected with the academics/examinations in its subjects and address them on any matters relating to improvement in the courses of studies.
- (C) The Board of Studies shall be responsible:
- (i) To prepare syllabus for several courses of study under their preview.
 - (ii) To prepare scheme of examinations.
 - (iii) To prepare panels of names of persons suitable for appointment as paper-setters/examiners/valuers.
 - (iv) To advise the University authorities on such matters as may be referred to them by any authority of University.
 - (v) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programs referred to it.
 - (vi) To plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Studies of other faculties.
 - (vii) To Prepare submit the Annual Report of the functioning of Department to the Vice-Chancellor.
 - (viii) To go through and consider any other academic matter which may be referred to it for opinion.

QUORUM:

One third of the members of the Board of Studies shall form a quorum for its meetings. This should include one external member of the Board of Studies. The meeting of the Board of Studies will be arranged at least once in a year.

JOINT MEETINGS:

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meetings of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

OPINION BY CIRCULATION:

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

VALIDITY OF BOARD OF STUDIES MEETINGS:

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

- (a) Due to vacancies in Board of Studies.
- (b) Due to non receipt of meeting notice by any member or members.
- (c) due to defective nomination of any member

Statute 18**PRO-VICE CHANCELLOR**

(Refer Section 20(2) of the Act 2007)

1. Pro- Vice Chancellor can be appointed in the university as an officer under section 20 of the Act 2007.
2. Pro- Vice Chancellor shall be appointed by the chancellor of the university from amongst the senior professors of the university on recommendation of Vice Chancellor and approved by the Governing Body for a period of 4 years and qualification shall be such as prescribed in the UGC Regulation as amended from time to time.
3. Pro- Vice Chancellor shall be full time officer of the university and his/ her powers and functions shall be such as described by the governing Body.
4. The Pro-Vice Chancellor shall receive salary in the pay scale prescribed by the Board of Management of any other salary package as approved by Board of Management on the basis of mutual agreement.
5. Subject to the control of Chancellor and Vice Chancellor, the Pro – Vice Chancellor shall carry out all the duties and exercises all powers, as provided in the Regulation made for the purpose.

Statute 19

Appointment of Teachers in the University

(A) APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Associate Professor and Lecturers) shall be advertised in the national daily/News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
 - (i) The Vice-Chancellor – Chairman
 - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
 - (iii) Three subject expert nominated by the Vice Chancellor from a panel of Five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts. Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.

- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

- (10) Teachers already working (appointed by the sponsoring Body/Institute)

- (i) Teachers (Professor/Associate Professor/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
- (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body.

The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

(B) ACTION AGAINST TEACHERS

If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action Including suspension depending on the gravity of misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
- (2) Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case.

Statute 20**Categories of the Non Teaching Employees****(A) CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

(B) ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose. Based on the inquiry committee report, the Registrar may decide course of action
- (2) including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

Statute 21**OTHER OFFICERS OF THE UNIVERSITY**

(1) The following shall be the other Officers of the University:

(i) Controller of the Examination:

- (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
- (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(ii) Librarian:

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

(iii) Dean Student Welfare (DSW):

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

Statute 22**CONFERMENT OF HONORARY DEGREES AND ACADEMIC
DISTINCTIONS**

- (1)
 - (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.
 - (ii) On receipt of the proposal the Vice Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
 - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2)
 - (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
 - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
 - (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
 - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

Statute 23**STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

Statute 24**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- 1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- I. Prospectus/ Registration form
- II. Admission fees (Where applicable)
- III. Tuition fees for the course
- IV. Examination fees
- V. Library fees
- VI. Development/amalgamated fund
- VII. Laboratory fees
- VIII. Caution money

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like NICTE/ NCTE/MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances with the approval of M.P.P.U.R.C.

Statute 25**ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF
FELLOWSHIPS**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
 - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
 - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) ordinance(s) belonging to the specific endowment will be given by the Board of Management.

Statute 26**CONVOCATION**

The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees, diplomas, certificates and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at convocation of the University.

Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded in absentia.

- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

Statute 27

ADMISSION OF STUDENTS

1. ADMISSIONS:

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined
 - (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
 - (ii) On the basis of marks or grade obtained in entrance test conducted
 - (a) By constituent institutions/University or
 - (b) By any competent/designated agency or
 - (c) By different State/National/Professional bodies.
 - (d) By an association of colleges/university conducting similar courses or
 - (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE or AICTE and/or
 - (iii) On the basis of group discussion/counseling/Interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt., however admissions to UG/PG, Medical/Dental courses will be done as per directions of Hon'ble Supreme Court, MCI/DCI, Medical Education Dept. Govt. of M.P.

2. ADMISSION COMMITTEE

The admission in the constituent institutions/school of studies/depts. will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable Statutory Bodies and Authorities and as amended from time to time.

3. RESERVATION OF SEATS:

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 MPPURC and as amended from time to time.

Statute 28**Annual Report****1. ANNUAL REPORT**

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
 - (b) The annual report of the University shall cover the period from the 1st of July to the 30th of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
 - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
 3. The Board of management shall, there after send a copy of the annual report to the member secretary who ensure that the same is placed before the meeting of Governing Body for approval. The annual report after the approval by governing Body will be submitted to the sponsoring body. A copy of Annual report will also be presented to the visitor and regulatory commission as per the provisions of Act, 2007

Statute 29

APPOINTMENT OF EXAMINERS

1. In this Statute:

(i) **“Internal Examiner” means:**

- (a) In case of a theory paper, an examiner including a paper setter who is a teacher in University Teaching Department/School of a Studies/Department of the University.
- (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) **“External examiner”** means an examiner other than an internal examiner.(iii) **“Co-examiner”** means an examiner in a written paper other than the paper setter.

2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -

- (a) The academic qualifications and teaching experience at degree and post graduate levels.
- (b) The field of specialization.
- (c) The examination of the University and years in which they have acted as examiners in the past.

4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University

- during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein,
5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
 6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :
 - (i) A panel of three names for the appointment of the paper setter of each written paper.
 - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
 - (iii) A list of names of persons for appointment as examiners in each practical/Viva voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
 7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
 8. The qualifications of the paper setters and Co-examiners shall be as follows: The Qualification & Experience of the paper setter & CO-Examiners shall be as per the norms laid down by the related regulatory bodies viz, UGC, MCI, DCI, BCI, NCI, PCI etc.
 9.
 - (1) in case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader or equivalent
 - (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and/or postgraduate level.
 - (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be Chancellor

- examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
10. (i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
11. (i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examiner ship) In case the Examination committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice chancellor.
- (ii) Ordinarily not more than one paper setter shall be appointed form any one University Teaching Department, School of Studies of College in the same subject at any one examination.
- (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
- (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
- (v) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (vi) While recommending names for examinairship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.

- (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
 - (ii) He or she is found by the governing body to have delayed the work without good cause or
 - (iii) There is an adverse report from the head Examiner; or
 - (iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and
 - (v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.
13. (1) in paper for which there is only one examiner, he shall set the paper and value the answer books received by him.
- (2) In a paper for which more then one examiner has been appointed, the head examiner shall:
- (i) Set the paper;
 - (ii) Forward a memorandum of instruction for the guidance of the co examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
 - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
 - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
 - (v) Assign duties to the Deputy Head Examiners, if there be any.
 - (vi) Value such number of answer books as may be allotted to him.

- (vii) Examine the test installments of answer books received from the co examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
 - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4) (i) The Head Examiner shall, as soon as he receives answer book smay forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of sub para (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not received the memorandum of instructions form the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examination's. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examination's.
- (5) Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is

required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.

- (6) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
- (7) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (8) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (9)
 - (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
 - (2) Except in the case of M. Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
 - (3) In the case of M.sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted as to

represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.

Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.

- (10) In the case of a subject for M.A., M.Sc., M.Com. & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) Who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
- (11) Notwithstanding anything contained in the foregoing paragraph:
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
 - (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
 - (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
 - (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.

- (12) Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by external examiner of each board under his signature only.
- (13) In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who:
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
 - (b) Are scholars of repute in the subject
- (14) (i) No person shall act as paper setter or examiner either in the theory, Viva voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

Statute 30

THE PROCTORIAL BOARD

(Refer Section 25 of the Act 2007)

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
 - (i) A Professor nominated by Vice-Chancellor (Chairman)
 - (ii) The Chief Proctor (Convenor)
 - (iii) Additional Chief Proctor-3 Gentleman and 2 Lady Professors
 - (iv) Dean Students Affairs.
 - (v) All Proctor (s)
 - (vi) All Wardens of the Hostels
 - (viii) One of the two students nominated by the Vice Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University, the number of Proctors shall be determined by the Vice Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years. Provided than Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
6. The Power and duties of Chief Proctor :
 - (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office.
 - (ii) He/she will issue Identity Card to each student under his/her seal and signature.
 - (iii) He/ She shall be authorized by the University to issue rail and air travel concession orders to the bona fide student of the university
 - (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

Statute 31**DEAN STUDENT WELFARE**

1. The Dean Student Affairs officer of the university may be appointed for a period of three years by the Board of Management on the recommendation of Vice-Chancellor. The first Dean Student affairs officer of the university may be appointed by the chancellor for a period of two years, from amongst the Professor/ Associate Professor of the University.
2. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
3. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
4. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
5. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
6. Subject to the control of Vice Chancellor and Board of management, the Dean Student Affairs shall :
 - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - (ii) Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.
 - (iii) Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
 - (iv) Communicate with the guardians of the students concerning the welfare of the students.
 - (v) Perform such other duties as may be assigned to him for time to time by the Vice Chancellor and the Board of Management.

Statute 32**STUDENTS GRIEVANCES REDRESSAL COMMITTEE**

A student Grievances Redressal Committee will be constituted for disciplinary action against the students who will look after.

1. General Complaints : Any type of complaints launched by the students,
2. Complaints of SC, ST & OBC – Complaints submitted by the students of the reserved category for any type of grievance.
3. Complaint regarding Ragging : There will be provision of anti ragging cell which will take the feedback time to time & if necessary matter will be kept before the committee for disciplinary action against the students involved in the ragging.

Committee Consists of :

Head of Institution of concerned Dept./Institution	Chairperson
Three Senior Prof. of the University out of which one should be female	Member
One faculty member should be reserve category.	Member
Four students of the concerned department out of which one should be female & one of reserve category	Member

Whenever necessary meeting of the committee will be held & the report will be submitted to the Vice-Chancellor for disciplinary action against the concerned student/ students.

Statute 33

The Court

- (i) The Court shall consist of following members:
- A. Chancellor
 - B. Pro- Chancellor
 - C. Vice- Chancellor
 - D. Pro- Vice- Chancellor(s), if any
 - E. The members of Executive Council other than the Chancellor, Pro-Chancellor, Vice- Chancellor and Pro-Vice- Chancellor (s).
 - F. All Deans of Faculties.
 - G. Registrar – ex -offico Secretary.
 - H. Dean, Academic Affairs, Dean, Research and Dean of Students Welfare One Professor, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor, with the approval of the Chancellor.
 - I. Finance Officer
 - J. Two Students to be nominated by the Vice Chancellor
 - K. Not more than ten, but not less than seven out-side members representing learned professions to be nominated by the Chancellor.
 - L. The Chancellor may co-opt, if considered necessary, any other person as a member of the Court.
- (ii) The term of office of the nominated members under sub-clause (e) and (i) shall be a period of two years and one year for the members nominated under sub-clause (k)
- (iii) While nominating the members of the Court diversity, including gender diversity, shall be ensured.
- (iv) The following shall be the power and functions of the Court:
- a. To review the broad policies and programs of the University from time to time and suggest measures for the working improvement and development of the University:
 - b. To consider and pass resolutions on the Annual Report and Annual Accounts of the University and audit report of such accounts:
 - c. To nominate members to various councils of Government, semi government or private bodies, where such a member is required to be sent and represent the University for specific period as may be prescribed by the Statute of Amaltas University, Dewas (M.P.)
 - d. To advise the chancellor in respect of any matter which may be referred for advice; and
 - e. To perform such other functions as may be assigned to it by Statutes or by the Chancellor provided such function are consistent with the provisions of the act.
- (v) The annual meeting of court shall be held on a date fixed by the Chancellor. If necessary, special meeting of the court may be convened by or the Chancellor.
- (vi) Fifteen members of the Court Shall form the quorum.

भोपाल, दिनांक 8 सितम्बर 2023

क्र. आर-88-सीसी-23-अडतीस.-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, अभ्युदय निजी विश्वविद्यालय, खरगोन के प्रथम परिनियम क्रमांक 01 से 38 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 38

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भलावी, अवर सचिव.

STATUTE-1

Short Title, Commencement and Jurisdiction

1. The "Statutes" means the Statutes of the ABHYUDAY University, Khargone, Madhya Pradesh. Hereafter, the University means ABHYUDAY University.
2. These Statutes shall come into force with effect from the date of notification in the state gazette by the State Government

These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Adhinium 2007 and the amendments thereafter. If there be any difference in the provisions of the Act, Statutes. Ordinances and Rules and Regulations, the provisions of the Act shall prevail.

3. Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended/subsequent statues, if any shall be applicable with immediate or ~~retrospective~~ or prospective effect, from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act/law shall be the subject of the Jurisdiction of Indore, Madhya Pradesh.

STATUTE-2

Definitions

In these Statutes unless the context otherwise requires:

1. 'Act' means the "Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Adhinium 2007", as amended from time to time.
2. 'Academic Council' means the Academic Council of ABHYUDAY University.
3. 'Academic Year' means a period of twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
4. 'Administrative Officer'(AO) means an officer looking after the day-to-day administrative work of the ABHYUDAY University
5. 'Board' means, the Board of Management of the ABHYUDAY University.
6. 'Board of Studies' Means the Board of Studies of the School/Faculty/Department of Abhyuday university.
7. 'Chancellor' means Chancellor of ABHYUDAY University.
8. 'Chief Finance and Account Officer' means the Chief Finance and AccountOfficer of ABHYUDAY University.
9. 'Convocation' means the convocation of the University.
10. 'Corpus Fund' means Corpus fund of university an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes / Ordinances / Regulations.

11. 'Course(s)' means prescribed area(s) or course(s) of study or programme(s) and/or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
12. Dean of Faculty means the academic head of the Faculty/School/Department of University.
13. Decided by the University / University may decide / Decision of the University' means as decided by the Vice-Chancellor with the approval of Chancellor.
14. Department' means Department of Studies / School of Studies of ABHYUDAY University.
15. 'Employee' means any person working on the payroll of the University.
16. 'Faculty' means the Faculty of the University headed by the Dean where course(s) of study of similar nature or program and / or any other component(s) are taught leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
17. Fee' means the collection made by ABHYUDAY University from the students by whatever means it may be called.
18. 'Governing Body' means the Governing Body of the ABHYUDAY University constituted as per act.
19. 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
20. 'National Assessment and Accreditation Council' means an statutory body of autonomous institution of the University Grants Commission, situated at Bangalore.
21. 'Officers of the university' includes Chancellor, Vice Chancellor, Registrar, Pro Vice Chancellor, Chief Finance and Accounts Officer,

and such other officers as may be appointed by the Vice Chancellor with the approval of Chancellor.

22. 'Ordinances' means Ordinances of ABHYUDAY University, Indore.
23. 'Other Backward Classes' means, the communities, castes and tribes notified by the State Government from time to time.
24. 'Vice-Chancellor' means, Vice-Chancellor of ABHYUDAY University.
25. 'Registrar' means the Registrar of ABHYUDAY University, Indore.
26. 'Regulatory Commission' - means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Niji Vishwavidyalaya Adhiniyam 2007.
27. 'Regulatory Council' - means, the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987(52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the National Council of Teacher's Education established under the National Council of Teachers Education Act, 1993 (3 of 1993) Government of India, the Indian Council of Agriculture Research established as a Registered Company under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be.
28. 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.

29. Regulations 'means the Regulations framed by the Chancellor of the University for its Governance.
30. Rules Means ," MP NijiVishwavidhyalay (SthapanaAvamSanchalan) Rules 2008 " as amended from time to time
31. Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
32. 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
33. 'Scheduled Tribes' means the Scheduled Tribes notified under Article 342 of the Constitution of India.
34. 'School of Studies' means an institution maintained by ABHYUDAY University as a place of higher learning and research in the campus.
35. 'Sponsoring Body' in relation to ABHYUDAY University means Bhagwan Rajeev Lochanram Bulakhiram ParamarthikSansthan , Indore, a Registered Comapny under Section 25 of the Companies Act,1956 (No.1 of 1986)
36. 'State Government' shall mean, the Government of the State of Madhya Pradesh.
37. Teacher' means, teaching member of the University as defined by the UGC.
38. 'The Act' means, the Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Act 2007 (Madhya Pradesh Act 17 of 2007) and as amended from time to time.
39. 'The University' means ABHYUDAY University established and incorporated by under State Act and act of Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Act 2007 (Madhya Pradesh Act 17 of 2007).

40. The terms 'he', 'him' and 'his' include the feminine gender also.
41. 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education in India, established in November 1956.
42. 'Visitor' as prescribed in the -Act 2007, means the Visitor of ABHYUDAY University, i.e. His Excellency, the Governor of the State of Madhya Pradesh.
43. Words and expressions used but defined in the Statutes shall have the meaning assigned to them in the Act.

STATUTE -3

Seal of the University

1. The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time.
2. The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.
3. It provides recognition to universities in India and disbursed fund to such recognized university, institutions and colleges.

STATUTE-4**The Objectives of the University**

The University shall have the following objectives in addition to those described in Section 3 of the Act:

1. To provide quality teaching, training and instructions in the perspective of higher education and make necessary provisions for advancements, research and dissemination of knowledge.
2. To create highest degree of intellectuals that contributes to the development through their skills and abilities.
3. To establish State of the Art facilities for high quality education and training.
4. To develop advanced and holistic environment for teaching and research.
5. To develop programs that offer continuous education for the inmate students, faculty, working professional and community at large.
6. To establish Schools of Excellence and, modern research centers in some selected new and emerging disciplines. To become a Centre of Excellence for higher education, research, consultancy and provide sharing of knowledge and applications.
7. To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organizations.

8. To impart education at diploma, graduate, post graduate, doctoral and post-doctoral levels along with excellent certification and academic distinctions in the University.
9. To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
10. To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
11. To collaborate with renowned Indian and Foreign Universities and facilitate student and faculty exchange programme.
12. To provide training for various skills in order to enhance employability
13. To provide coaching / tutorials to students to enhance their ability to face competitive exams
14. To establish 'Chair of Excellence' at least in five major disciplines by bringing world's top scholars to the University.
15. To award 'ABHYUDAY prize' every year to the top most researcher
16. To establish school of learning with an objective to reach the unreached.

STATUTE-5

Structural Hierarchy and Positions

1. Sponsoring Body
2. Chancellor
3. Governing body
4. Vice Chancellor
5. Board of Management
6. Academic council
7. Finance committee
8. Standing committee
9. Registrar
10. Chief Finance and Account Officer
11. Dean of Faculty
12. Board of Studies
13. Dean Student Welfare
14. Director/ Head of Teaching department/School of studies

STATUTE-6**Appointment, Terms and Conditions and Powers of the Chancellor**

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

1. Appointment of the Chancellor

In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor (Hon'ble Governor). Resolution of appointment of Chancellor passed by Sponsoring Body shall be subject to approval by Visitor and same shall be submitted to State Government. Appointment of Chancellor shall be effective from the date of approval given by Visitor in writing.

2. The Powers and Functions: The Chancellor shall be the Head- of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

- i. To appoint and remove the Vice - Chancellor.
- ii. To call for any information or record.
- iii. Such other powers as may be conferred by the Statutes.
- iv. All employee/staff shall be appointed in the university with approval and consent of Chancellor.

3. The Resignation

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

4. Tenure - Tenure of the Chancellor will be of 5 years from the date of appointment, however, sponsoring body may recommend the same name for reappointment.

STATUTE-7

Appointment, Terms and Conditions and Powers of the Vice - Chancellor

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

1. Appointment of the Vice - Chancellor

i. The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfill the norms as prescribed by the UGC from time to time.

ii. The Selection Committee, while preparing a panel shall give due considerations to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.

iii. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act accordingly following shall be the members:

1. Two eminent academicians nominated by the Sponsoring Body.
2. One eminent person nominated by the State Government.
3. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.

iv. The Selection Committed shall submit a panel of at least three eminent persons for the appointment of the Vice -Chancellor.

v. If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations. Founder Vice-Chancellor and subsequent vice-chancellor are eligible for reappointment as vice chancellor after completion of their tenure.

vi. Not with standing anything contained in the foregoing sub sections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.

2. The Tenure

The Tenure of the Founder Vice - Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months or till a new Vice - Chancellor joins, whichever is earlier.

3 The conditions of service and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC.

4 The Powers and Functions of the Vice - Chancellor

The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the Board of Studies. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- i. Shall preside over the convocation of the University in the absence of the Visitor and the Chancellor.
- ii. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote there at unless he is a member of such authority or body.
- iii. If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes. Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
- iv. If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
- v. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.
- vi. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Chancellor and the decision of the Chancellor shall be communicated to the person concerned within three months from the date of appeal.

STATUTE-8**Appointment, Functions, Duties and Powers of the Registrar**

The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice - Chancellor and administer the University' as per rules and regulations.

1. Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Chancellor -Chairperson;
- (ii) Any one per Nominated by the Chancellor;
- (iii) Vice Chancellor and
- (iv) Two expert members approved by the Board of Management

The University shall follow the following procedure for the selection of the Registrar:

- i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- iii. The date of meeting of the Expert Committee shall be fixed and a notice to this effect will be given to the short-listed candidates, at least seven days in advance.

iv. The Expert Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.

v. The Registrar shall receive pay and other allowances as decided by the Vice Chancellor. The age of retirement of the Registrar shall be seventy' (70) years or otherwise as decided by the Governing Body.

vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

2. The Resignation/Removal

i. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor for a period not exceeding six months or till the new registrar is appointed, whichever is earlier

ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

3. Functions and Duties of the Registrar shall include the following:

i. All documents shell as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.

- ii. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- iii. Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- iv. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in a'll such bodies / committees but shall not have the right to vote.
- v. The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting.
- vi. Registrar shall send to Chancellor; agenda of the proposed meeting and minutes of the previous meeting to the authorities of the University as early as possible.
- vii. The Registrar shall have the powers to take action against non-teaching employees in consultation with Vice Chancellor. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and i f the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labeled and detailed proceedings and findings of the Enquiry Officer.
- viii. The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a chairman or member. He will be required to keep the minutes of such meetings.

STATUTE-9**Appointment, Functions, Duties and Powers of the Chief Finance and Account Officer (CFAO)**

1. Appointment of Chief Finance and Accounts Officer (CFAO) shall be made by Chancellor. Application for the post of CFAO shall be initiated through advertisement or through manpower and recruitment consultants. Appointment of CFAO shall be made by The Chancellor on recommendation of a committee constituted as under
 - a) Vice Chancellor / Chairman
 - b) Chancellor Nominee
 - c) Two Finance Experts approved by the Chancellor
 - d) One Nominee of the sponsoring body

Terms and conditions of appointment of CFAO Consultants. Terms & conditions of appointment of CFAO, his pay & remuneration shall be decided by Chancellor. CFAO shall report directly to Vice Chancellor on financial and other matters pertaining to the university.

2. The Resignation / Removal of the CFAO
 - i. When the office of the CFAO falls vacant on account of one reason or the other such as long as death, illness or long absence or resignation, the Vice - Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
 - ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. Before taking such action, the CFAO shall be given an opportunity of being heard. Decision of Chancellor shall be final.

3. Functions and Duties of CFAO.

The functions and duties of the CFAO shall include the following:

- i. To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by the Chancellor from time to time.
- ii. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- iii. Subject to the control of the Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Trust and immovable properties, for fulfilling the objectives of the University.
- iv. To see that the limits fixed By the Finance Committee for recurring and nonrecurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- v. To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Governing Body after due approval by the Finance Committee.
- vi. To keep a constant watch on the cash and bank balances and investments.
- vii. To watch the progress of collection of revenue and advice on the methods of collection applied.
- viii. To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, Library, laboratories and University Departments / Institutions.

ix. To bring to the notice of the Chancellor/Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.

x. To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.

STATUTE-10

The Governing Body

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

1. Constitution

The Governing Body of the ABHYUDAY University shall consist of the following members, namely:

- i. The Chancellor an ex -officio Chairperson;
- ii. The Vice-Chancellor;
- iii. Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- iv. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- v. One representative of the State Government not below the rank of Deputy Secretary; and
- vi. The Registrar - Member Secretary

The Registrar shall not take part in discussions and shall not participate in voting if required.

2. Tenure

The term of a nominated member of the Governing Body except those who are ex officio shall be of three (3) years and shall not hold the office for more than two consecutive terms.

3. Powers and Functions

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- i. To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made there under.
- ii. To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Acts, the Statutes, the Ordinances and the Regulations made there under.
- iii. To approve the budget and annual report of the University.
- iv. To lay down the policies to be followed by the University;
- v. To start new courses of Study/Faculty/Teaching department in accordance with provisions of Act.
- vi. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
- vii. Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
- viii. Shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary, degree and other distinctions and awards.

- ix. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendation of the Academic Council.
- x. To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- xi. Shall frame rules/regulations for the conduct of its business.
- xii. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

4. Meetings and Quorum

- i. A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- ii. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Vice - Chancellor.
- iii. The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- iv. At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
- v. Five (5) members of the Governing Body shall form the Quorum. All decision of Governing Body shall be taken by simple majority of member's present in the meeting.

5. Vacancies

- i. Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chancellor.

Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.

- ii. Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
- iii. A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body in case appointment of such member was done by Sponsoring body and By State Government in other cases. Further the new member so nominated by Sponsoring Body / State Government shall be a member for the un-expired portion of the term of departing member.

STATUTE-11**Board of Management****1. Constitution**

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- i. The Vice - Chancellor - Chairperson;
- ii. Two representatives nominated by the Sponsoring Body;
- iii. Two representatives nominated by the State Government;
- iv. Two seniors most Professors of the University by rotation;
- v. Two seniorsst most Teachers of the University other than Professors as mentioned above in clause (iv), by rotation;
- vi. Registrar - Member Secretary.

The Registrar shall not take part in discussion and shall not participate in voting.

2. Tenure

- i. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- ii. The Chairperson of the board of Management, whose decision in the matter shall be the -final; shall decide any dispute or question with regard to membership or tenure of a member.
- iii. The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

3. Vacancies

- i. Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.
- ii. Any member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall not continue to be a member of that Body or hold the post after the acceptance of his resignation.
- iii. A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

4. Meetings and Quorum

- i. The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.
- ii. The meeting shall be convened under the direction of the Vice - Chancellor.
- iii. Five members shall constitute the quorum. decision shall be taken on the basis of simple majority of members present in the meeting.

5. Powers and Functions of the Board of Management

- i. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.
- ii. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council
- iii. To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
- iv. To specify the manner and appoint academic staff against the temporary vacancies.
- v. To follow and monitor the budget for expenditure as approved by the Governing Body.
- vi. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to Chancellor.
- vii. To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the like power of varying such investment from time to time. However, no action under this Clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body or Chancellor.
- viii. To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.

- ix. To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- x. To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
- xi. To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice - Chancellor, the Registrar, the CFAO or any other officer, employee or authority of the University or to a Committee appointed by it.
- xii. To institute and award fellowships, scholarships, studentships etc.
- xiii. To consider the recommendations of the Academic Council regarding the improvement in teaching-, research and development and enhancement in the facilities such as laboratories and equipment thereof library and other facilities.
- xiv. To exercise the power- to create or designate Departments of the University or affiliated colleges or- institutions as laid down by the Statutes/Ordinances.
- xv. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.
- xvi. The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer -of the University / Faculty / Study Centre on the other hand.
- xvii. To established new teaching department/Faculty/Schools/Cell to offer new courses and programmers either on center owned or recognized by the academic council.

STATUTE -12**The Academic Council**

The Academic Council shall be the statutory body of the University on all academic matters.

It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

1. Constitution

The Vice - Chancellor shall be the Chairperson of the Academic Council, the council shall consist of the following members, namely:

- i. The Vice -Chancellor Chairperson (Ex officio);
- ii. Deans of the Faculties.
- iii. Chairman Board of Studies
- iv. Two experts, co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University with approval of Chancellor
- v. The Registrar - Member Secretary, provided that the Registrar shall have no voting rights.

2. Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

3. Meetings and Quorum

- i. As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor. However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice - Chancellor, give not less than fifteen days clear notice for a routine meeting and seven days for a special meeting.
- ii. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice - Chancellor.
- iii. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- iv. A copy of the minutes shall be submitted to the Chancellor also.
- v. Approval of the resolutions shall be by simple majority of the Members present.
- vi. One third members of the Academic Council shall form the quorum for a meeting.

4. Powers and Functions of the Academic Council

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.

- ii. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
- iii. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.
- iv. To take measures for Quality Education and Accreditation of the University.
- v. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honor of the University.
- vi. To recommend the new courses of studies.
- vii. To recommend the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.
- viii. To take up the matters for periodical review of functioning and co - ordination between all the constituent Institutions and /departments and recommend to the Board of Management, the ways and means of improvement.
- ix. To consider other academic or student welfare matters referred to it.
- x. Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.

- xi. To create centralized examination department, decide rules, responsibilities, power and functions of exam department to nominate any staff as controller of examination.
5. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching posts in the University.

In addition to above, the Council shall recommend to the Board of Management the following:

- i. The classification of the posts according to the requirements and their duties attached thereto.
- ii. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
- iii. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one faculty with another.
- iv. To recommend the creation of New Departments, Cells and Centers.

STATUTE -13**The Finance Committee**

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

1. Constitution

The Finance Committee shall consist of the following:

- i. The Chancellor - Chairperson
- ii. The Vice Chancellor
- iii. The Registrar
- iv. Two persons to be nominated by the Chancellor
- v. The Chief Finance and Account. Officer (CFAO) -Member Secretary

2. Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

3. Meetings and Quorum

- i. Three members of the Finance Committee shall form a quorum for a meeting of the Committee.
- ii. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

4. Powers and Functions

The Finance Committee shall perform the following functions namely:

- i. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.
- ii. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- iii. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- iv. To conduct a scrutiny of Accounts of the University, whenever called upon by the Board of Management/Chancellor/Governing Body.
- v. To review the concurrent and the yearly Audit Reports and make recommendations there upon.
- vi. To approve the Regulations for the policies guidelines for purchase / procurements in the University.
- vii. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice - Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported; in the next meeting of the Finance Committee.

STATUTE -14**Faculties of the University**

1. Faculty of Engineering & Technology
2. Faculty of commerce and Management,
3. Faculty of Science and computer science
4. Faculty of Performing Arts, Humanities and Social Sciences
5. Faculty of Journalism & Mass Communication
6. Faculty of Design
7. Faculty of Agriculture
8. Faculty of Education & Physical Education
9. Faculty of Law & Legal Studies
10. Faculty of Library Science
11. Faculty of Hotel and Hospitality Management
12. Faculty of Paramedical Science
13. Faculty of Nursing Sciences
14. Faculty of Pharmaceutical Sciences
15. Faculty of Architecture and Planning

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be constituted according to the need as and wherever required.

Faculties: .

Following shall be the department of studies assigned to each faculty imparting diploma, graduate, post graduate and Ph.D programs decided by the Academic Council:

Abhyuday University will have following faculties offering courses as mentioned below: -

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be constituted according to the need as and wherever required.

S. No	Faculties	Institute/Department/School	Name of Degree/Diploma
1	Faculty of Engineering & Technology	School of Engineering & Technology	B.Tech. /M.Tech./Ph.D./ Computer Science & Engineering, Data Science, Information Technology, Computer Science and Information Technology, Electronics and Communication Engineering and Cloud Computing/ Dual Degree/ Integrated Program / Diploma/Ph.D. All Engineering subject areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas of Engineering or new allied areas of Engineering subject will be included.
2	Faculty of Commerce and Management	School of Commerce and Management	B.Com.(Hons)/B.Com.(All Specialization) /B. Com (Computers)/M.Com./ Ph.D. Diploma Courses, Certificate courses Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Computers, Management, Economics, Foreign Trade, HR Commerce, Banking & Finance, Taxation. B.B.A./ BBA (Hons) /M.B.A. /Ph. D./PGDM /PGP Diploma/Certificate Program/ Dual Degree /Integrated Program/ Following Major subjects & management areas will be covered however as per the recommendation of

			<p>Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Human Resource Management, Finance Management, Marketing Management, Production Management, Information Technology Management, Retail Management, Event Management Media & Mass Communication Management, Health Care Management, Insurance & Investment Management, Hotel Management Cyber Law & Security Management, Foreign trade, Hospital Administration, Digital Media Management, Aviation, Tour and Travel Management, Fashion Business Management, Construction Management Personal Management, E-Commerce Management, Brand Management Franchisee Management, Entrepreneurship Management, CSR Management Design and Communication Management, Catering Management, Corporate Finance Management, Personal Grooming Management, Beauty and Salon Management, Fintech/AI & ML/ Data Science/ Business Analytics.</p>
3	Faculty of Science and Computer Science	School of Science and Computer Studies	<p>B.Sc. (Hons) / B. Sc / B. Sc Animation and Multimedia/ BCA / MCA/ BCA+MCA (Integrated) Master of Science/Ph.D./ Diploma/Certificate Program/Following Major subjects' areas will be covered more subject areas or new areas will be included:</p> <p>Chemistry and Applied Chemistry, Chemical Science, Physics and Applied Physics, Mathematics and Applied Mathematics, Micro Biology, Bio-Technology, Computers & Data Analytics, Bio Chemistry, Bioinformatics, Biotechnology, Botany,</p>

			Earth Science, Electronic Media, Environmental Science, Geology, B.Sc. Forensic Science, Neuroscience, B.Sc. Forensic Science Cyber Law, Cyber Security, Food Technology, Industrial Microbiology, Statistics, Zoology, police science.
4	Faculty of Performing Arts, Humanities and Social Sciences,	School of Performing Arts Humanities and Social Sciences	<p>Bachelor of Performing Arts (B.P.A.)/ Master of Performing Arts (M.P.A.)/Bachelor of Visual Arts (B.V.A.) Animation & VFX & film making/Master of Visual Arts (M.V.A.) Animation & VFX & Film making. B Dance / M Dance/B Music / M Music / Diploma / Certificate Courses/ Ph. D.</p> <p>B.A.(Hons)/B.A./M.A.(Hons)/MA/Ph.D. Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Psychology, Public Admin, Social work, Geography, Hindi, Fine Arts, Sanskrit, English, Political Science, History, Sociology, Economics, Applied Economics, Vedic Science., Fine Arts Painting, Applied Arts</p>
5	Faculty of Journalism & Mass Communication	School of Journalism & Mass Communication	<p>B.A. (Hons) /M. A. (Hons) /Ph. D./Diploma and Certificate Program/B.J./M.J. Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Journalism & Mass Communication, Journalism Communication.</p>

6	Faculty of Design	School of Fashion Technology and Design	B.Des./M.Des./MFT/MFM/Ph.D./Diplo ma/ Certificates Courses. Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Fashion Accessory Design, Fashion Design, Interior Design, Product Design, Textile Design, Creative Design, Animation and Multimedia, User Design, User Interface, User Expansion.
7	Faculty of Agriculture	School of Agriculture Sciences	B.Sc. Agri (Hons) /M.Sc. Agri /B. Sc Seed Technology, MSc Seed Technology, Diploma/Certificate /Ph. D. Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Agriculture, Soil Science, Entomology, Crop Science, Post-Harvest Technology, Irrigation Technology, Horticulture Agronomy, Floriculture Nursery Technology, Seed Technology.
8	Faculty of Education & Physical Education	School of Education & Physical Education	D.Ed./B.Ed./M.Ed./ B.P. Ed./ M.P. Ed/B.P. E/ M.P. E/ B.Sc. B Ed./B.A. B.Ed. / B. Com B.Ed./Ph. D. Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Education, Sports Management, Physical Education, Yoga & Meditation.
9	Faculty of Law & Legal	School of Law	LL. B (Hons), BA.LLB (Hons), B. Com LLB (Hons), BBA LLB (Hons) /LLB, BA.LLB, B. Com LLB, BBA LLB, LLM/

	Studies		Integrated LLM/ Ph. D. However as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included.
10	Faculty of Library Science	School of Library Science	B. Lib. I. Sc. /M. Lib. I. Sc./Ph. D. However as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included.
11	Faculty of Hotel and Hospitality Management	School of Hotel & Hospitality Management	Bachelor of Hotel Management/B.Sc.in Hospitality and Hotel Administration/PG Degree/ Ph. D./ Diploma and Certificate Program Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Hotel Management, Hospitality & Hotel Administration, Food Technology, Tourism, Catering Technology
12	Faculty of Paramedial Science	School of Paramedical Sciences	BOT - Bachelor of Occupational Therapy, BPT - Bachelor of Physiotherapy/Physical therapy, Prosthetic and Orthotic Engineering, BSc (Ophthalmic Technology), Bachelor (Mental Rehabilitation) - BMR, BSc (Human Biology), BSc (Radiography), BSc (Radio Therapy), BSc (Nuclear Medicine), BSc (Respiratory Therapy Technology), BSc (Medical Technology X-Ray), BSc (Medical Secretarial Service), BSc (Operation Theatres), BSc (Medical Laboratory Technology), BSc (Allied Health Services), BSc (Bio- Medical Technique),Bachelor of Naturopathy & Yogic Science/MPT in all special Subjects Ortho/Neuro/Cardio, Bachelor of Medical Lab Technician (BMLT), Diploma in Medical Lab Technician

			(DMLT), Ph. D. However as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included.
13	Faculty of Nursing	School of Nursing	B.sc (Nursing), M.sc (Nursing) (obg/gyn, pediatrics, mental health nursing, community health nursing), PBBSC post basic BSc. Nursing, GNM Nursing, Diploma All kind of diploma Cancer Child health nursing, OBG/GYA, critical care, emergency Services/ ANM Certificate/Fellowship in Neonatal OBC/GYN and critical care /Ph. D. However as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included.
14	Faculty of Pharmaceutical Sciences	School of Pharmaceutical Sciences	B.Pharm, Diploma in Pharmacy (D. Pharma), M. Pharma in Pharmaceutics, M. Pharma in Pharmacology/ Diploma/ Certificate/ Ph. D. However as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included.
15	Faculty of Architecture	School of Architecture	Bachelor of Architecture (B. Arch)/ Master of Architecture (M. Arch.), D.

	and Planning	and Planning	Arch/ Ph.D. / Following Major subjects' areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Landscape/Interior Design/ Construction Management/ Building Construction Technology/ Advance Design/Urban Design/Environmental Architecture/ Urban & Regional Planning/ Sustainable Architecture/ Architecture Education/ Digital Architecture/ Project management/ Computer Application/ Architectural Conservation
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“Specialization as per decision of academic council and appropriate relevant authority.

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be as constituted according to the need.

Some of the Departments may not offer some of the programmes. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. University shall follow all the rules and regulation as per new education policy designed by concerned authority.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

STATUTE -15**Dean of the Faculty**

The Dean shall be the Head of a Faculty of Studies.

- i. The Dean shall be appointed by the Vice - Chancellor in order of capabilities/experience amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years or till the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
- ii. If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
- iii. The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- iv. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- v. The Dean shall perform such other functions as may be prescribed by the Ordinances.

STATUTE -16**Constitution of Faculty**

The Board of Management establish faculty/school/center/cell the Faculty shall be the principal coordinating and administrative body amongst the departments/Schools of the Faculty and shall be constituted for each Faculty separately.

1. Each Faculty shall consist of the following members, namely:
 - i. The Dean of the Faculty who shall be the Chairperson.
 - ii. The nominee of the Vice - Chancellor.
 - iii. All Heads of the departments constituting the faculty.
 - iv. Chairman Board of Studies
 - v. Two experts, co-opted by the faculty who possess, special attainments in particular fields of study and are not teachers of the University since last three years.
2. The members of the faculty, other than ex-officio members, shall hold the office for a term of three years from the date of their appointment or co- option, as the case may be or as specified otherwise.

STATUTE - 17**Powers and Functions of the Faculty**

1. The faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
2. The faculty shall have such powers and shall perform such duties as given in the Ordinances I Regulations.
3. The functions of the faculty shall be as follows:
 - i. Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
 - ii. To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - iii. To coordinate work in subjects assigned to the faculty.
 - iv. To secure coordination in research, whenever applicable.
 - v. The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
4. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE -18**Board of Studies and other Committees**

The Board of Studies shall be the principal academic body of the school of study/ Teaching Departments and therefore, shall be constituted for each school. It shall be a statutory body and shall consider all the academic matters of the school and make the appropriate recommendations to the faculty for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned School.

1. Formation of the Board of Studies

The senior most Professor shall be the Chairperson of the first Board of Studies which will by rotation amongst other Professors (if any) and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from other Faculty as a nominee of the Vice - Chancellor.
- iv. Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

2. Meetings and Quorum

- i. As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- ii. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation of Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- iii. One third members of the Board of Studies shall form the quorum for a meeting.

3. Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- i. To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- ii. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
- iii. To recommend to the Dean the combination and sub- division of the Departments or the Faculties, if required.
- iv. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.

- v. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Subjects.
 - vi. To take-measures for Quality Education and Accreditation of the Departments of Studies.
5. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and administrative nature.

6 . Other Committees

1. Chancellor of the University may appoint as many standing or special committees as it may deem fit and also nominate members of such committee.
2. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the Chancellor.

STATUTE -19

Students Council

1. The Students Council shall mainly function as a forum of the students. This forum mainly gives the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students Welfare. Student council shall be formed on the basis of merit. 50% reservation to female candidates shall be given
2. Under the control of the Dean of Students Welfare, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE -20**Appointment of the Teachers, Procedure, terms & condition of services, Resignation and action against teachers****Procedure of Appointment**

1. The suitability of the persons for appointments shall be assessed by the Experts in Selection Committee, if any.
2. The committee shall regulate its own procedure and submit its recommendations to the Vice- Chancellor in a sealed envelope who will place it before the Chancellor.
3. Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Chancellor in each case, or on regular basis or taken on deputation.
4. Subject to completion of the satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Chancellor may offer the person concerned regular appointment in the University.

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

1. Eligibility for Appointment

- i. A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- ii. However, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management/Chancellor/Vice Chancellor.
- iii. Wide publicity will be given for the vacancies to be filled in through portal of the University.

2. Constitution of Selection Committee

- i. Selection committees shall be constituted for making recommendations to the Board of Management/Vice chancellor/Chancellor for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- ii. The Selection Committee under the Chairmanship of the Vice - Chancellor or his nominee will constitute:
 1. One member of the Board of Management
 2. The Dean of the concerned Faculty of Studies
 3. Three experts not connected with the University to be nominated by the Chancellor.

Three members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii) above.

3. Screening Committee

A Screening Committee consisting of three members, appointed by the Vice -Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

4. Recommendations of Selection Committee

The Selection Committee shall recommend to the Chancellor the names arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Chancellor, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

5. Fixed period / Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice – Chancellor with the approval of Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA V DA,. if any, conveyance charges etc. of such engagements, from time to time.

6. Adjunct / Visiting Professors

- i. The Vice - Chancellor on the recommendations -of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor with the approval of the Chancellor. The tenure of all such appointments shall not exceed a period of three years.
- ii. For the appointment in these categories, the Vice - Chancellor may on his own consider and recommend appointment of

distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management/Chancellor approves such appointments.

Conditions of Service of Employees

1. The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall be in consistent with the provisions of this Act, the Statutes and the Ordinances.
2. A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

Terms and Conditions of Service and Code of Ethics for the Teachers and Other Academic Staff of the University

1. All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and the Regulations.
2. Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and ethics for the University Teachers.

Resignation

Any resignation rendered by any employee shall be processed as per term and condition of employment and offer letter.

Action against Teachers

Whenever, there is a complaint of misconduct against the Faculty member, the Vice- Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

1. Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the Board of Management/Chancellor to do so.
2. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

STATUTE -21**Selection, Categories and action against of the Non-Teaching Employees****Selection**

1. Each of the Selection Committee for appointment to the posts of various categories of staff other than the academic staff, shall consist of the following members:
 - i. The Registrar or his nominee- Chair
 - ii. Nominee of Chancellor
2. For the posts such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Chancellor.
3. The quorum for a meeting of a selection committee constituted under clause (2) shall be two.
 1. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.
 2. If the Vice Chancellor is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

Categories

1. Following types of non-teaching employees will be employed by the University
 - i. Permanent / Probationary Employees
 - ii. Contractual Employees
 - iii. Casual Employees
2. Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
3. Contractual employee means an employee who is appointed on contract basis for a specified period.
4. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
5. The service conditions for aft the above types of employees shall be prescribed in Rules and Regulations.

III Action against Non-Teaching Employees

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding committee and if necessary, based on the fact finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
2. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

STATUTE - 22**Other Officers of the University**

1. Following shall be the other Officers of the University:

- i. The Controller of Examinations
- ii. The Deputy and the Assistant Registrars
- iii. The Chief, the Deputy and the Assistant Librarians
- iv. The Director Corporate Relations
- v. Chief Proctor / Proctor
- vi. Dean Student Welfare
- vii. Hostel Warden

2. The Controller of Examinations

- i. Shall be an officer of the University and shall be appointed by the Vice Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- ii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.

3. Other officers as stated above from (1) (ii) to (1) (vi) shall be whole-time salaried officers appointed by the Chancellor on the recommendation of a selection committee constituted for the purpose, and exercise such powers to perform such duties, as may be determined by the Chancellor and provided in the Regulations of the University.

4. The appointment of officers mentioned at (1)(iii) and (1)(iv) above shall be made following the procedure as laid down in the Statute 22 for the appointment of Teachers and that of others mentioned at 1(ii), 1(v) and 1(vi) shall be made according to the procedure laid down for non-teaching staff.
5. The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE – 23

Conferment and Convocation of Honorary Degrees and Academic Distinctions

University may confer Honorary Degree of PhD. , D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

1. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the consent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
2. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.

Convocation

1. The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice - Chancellor shall preside over the convocation function.
2. The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.
3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Chancellor.
4. The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance -of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation with approval of vice Chancellor.
5. In case of awarding Honorary D. Sc. / D.Litt. degree to a top international dignitary special convocation may be held following the same procedure maximum two times in an academic year.

STATUTE -24**Provision Regarding Fee to be charged from the students**

1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
2. Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
 - i. Students' Alumni Association Fee
 - ii. Examination Fee for each semester
 - iii. Internet Fee
 - iv. Library Fee
 - v. Sports Fee
 - vi. Training and Placement Fee
 - vii. Hostel and / or Bus Fee
 - viii. Caution Money
 - ix. Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate. Certificates will be issued as per the regulations laid down by the University.
 - x. Fee for the Health Services
 - xi. Counseling Fee

- xii. Cultural Activities Fee
 - xiii. Fee for attending additional classes for improvement of grades or additional courses
 - xiv. Transcripts Fee
 - xv. Innovation and -Invocation Cells, Skill Set Aptitude and Personality Development etc.
 - xvi. Group Insurance Premium.
 - xvii. Degree verification Fee
 - xviii. Any other fee provided and approved by competent authorities of the University.
3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
4. Other fee such as enrolment, migration transfer etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE -25**Administration of General Funds for the Award of Fellowships,
Scholarships, Medals and Prizes in the University**

1. The Vice Chancellor/Board of Management may accept donations for creation of general fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
2. The Vice Chancellor /Board of Management shall administer all the donations / endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships* awards /prizes etc.
5. The Vice Chancellor /Board of Management shall' prescribe the conditions of depositing the general funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by the Vice Chancellor /Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.

9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE – 26

Admission of Students

A. Eligibility

Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations or equivalent examination / admission test(s) conducted at State / National level by the University or by the State / National Bodies as decided by the University from time to time.

"Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma or other program offered by the University. "Equivalent Examination" means an examination, which has been conducted by : a) Any recognized Board of Secondary Education, or b) Any Indian university incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination or c) Any foreign University / Board examination that have been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor Degree Program as per the case may be. The Academic Council will consider the eligibility criterion, determination of the merit, concessions etc. and decide / approve as the case may be. The criterion will be advertised / published in the prospectus / information brochure / on the website of the University for that session, before the commencement of the admission procedure.

B. The Admission Committee

The ~~HOD~~ ^{Head of the} Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice- Chancellor, for making the admissions in

under graduate and post graduate courses, Diploma and Certificate Programs offered by the departments.

Each committee shall comprise of:

- I. The Head of the Department;
- II. Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- III. One member from outside the Department nominated by the Vice- Chancellor.

B1 Powers and Duties of the Admission Committee

- I. Powers and duties of the Committee shall be to select the candidates for admission to the various Programs in accordance with the approved procedure.
- II. The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.
- III. After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- IV. The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
- V. Candidates with supplementary/ATKT in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination the admission will stand cancelled.

- C. No. of Seats :The intake offers for each program of study are approved by the Vice Chancellor on the recommendations of the Dean of the Faculty/ Schools concerned (Intake is the available seats to be offered for a program). Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for number of seats in different subjects and courses shall be applicable to the University. Sponsoring Body being Minority Institution preference to Minority communities shall be given in admission however If the candidates belonging to minority community are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.
- D. Transfer from other Institutions / Universities in Different Courses
The university shall entertain the request from students of other Institutions / Universities for transfer in the courses offered by various departments. These transfers shall only be allowed up to the pre-final year classes. It means if the duration of course is of 4 years then student may request for a transfer up to third year only.
- E. Duration of Course:
The maximum period for the course shall be as specified in the respective Ordinances or Regulations. However, on the recommendations of the academic council, the Vice - Chancellor may allow the student to rejoin and continue his studies. There shall not be any time limit. The equivalent credits earned by the student shall be carry forwarded in the prevailing scheme. However, while choosing the subjects, the candidate shall be required to study the pre-requisite courses if any
- F. Criteria for Provisional Admission : The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of fulfilling

required eligibility criteria before the due date, failing which; the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within two months of the due date of admission, failing which the provisional admission shall be cancelled. An candidate admitted provisionally as mentioned above fails has not obtained the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/her will be cancelled.

G. The application form may be rejected due to any of the following reasons:

- i. The candidate does not fulfill the eligibility conditions.
- ii. The candidate has been debarred on disciplinary grounds from any colleges/ University/ Institution.
- iii. The prescribed fees are not paid.
- iv. The application form is not signed by the candidate and his/her parent/guardian, wherever required.
- v. Required documents for admission are not enclosed.

H. Enrollment will be assigned to the student by the University after verification submission of all required documents/fees Provided that the reservation of seats and relaxation in percentage of minimum marks wherever prescribed in respect of students belonging to scheduled Castes, Scheduled Tribes and OBC shall be as decided by Central/State Government from time to time.

- i. Reservation of Seats, Students below; Poverty Line, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other Categories.

1. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the \ regulation of reservation of seats,

especially for the students of Below Poverty line family, Scheduled Castes, Schedule Tribes, Other Back ward Classes, Physically Handicapped and other categories shall be applicable to the University.

2. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defense Personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
3. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

J The Admissions in Medical, Dental and other courses related to health sciences shall be made according to the directions issued by Medical Education Department, Government of MP, MCI / DCI/INC/ AYUSH / PARAMEDICAL COUNCIL OF INDIA and other regulatory bodies from time to time

STATUTE -27

Annual Report

1. The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
2. The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and (ii) the Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
3. The Report along with Audited Accounts shall be placed for approval of the Governing body once approved by the Board of Management.
4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.

STATUTE -28**Appointment of Examiners**

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

1. The Departmental Council constituted as per Statute - 37, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
2. Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
3. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
4. Moderators when felt necessary will be appointed by the Vice - Chancellor.
5. The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
6. The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of following members:
 - i. Dean of the faculty
 - ii. Head of the department
 - iii. Chairman Board of studies
 - iv. One senior professor of the subject
 - v. One professor nominated by the Vice Chancellor

7. A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
8. Conditions of Appointment as Examiner
 - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is taking the examination.
 - ii. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing / has appeared at that examination.

STATUTE – 29

The Proctorial Board

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - i. The Chief-Proctor Chairperson
 - ii. A Professor nominated by the Vice - Chancellor
 - iii. Dean Student Welfare convener
 - iv. All Proctors;
 - v. All Wardens of the Hostels and
 - vi. One student nominated by the Vice - Chancellor from the Students Council.
2. The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
3. The number of Proctors shall be determined by the Vice - Chancellor depending upon the enrollment of the student in the University.

4. The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found unsatisfactory.
5. Following shall be the Powers of the Proctorial Board:
 - i. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
 - ii. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
 - iii. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for his suspension for a period of one or more semesters or the expulsion from the University
6. The Duties of Chief Proctor:
 - i. To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
 - ii. To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE -30**Dean of Students Welfare**

1. The Dean of Students Welfare (DSW) shall be appointed for a period of three (3) years by the Chancellor on the recommendation of the Vice - Chancellor.
2. The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory, his term may be reduced by the Vice - Chancellor.

STATUTE – 31**Creation of New Authorities**

1. Governing Body on recommendation of Vice Chancellor may create new authorities of university for smooth and efficient working of university.
2. The constitution, composition, powers and functions of the new authorities so created shall be stated by the Governing Body.
3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deem necessary, be provided in the Statutes and ordinances.

STATUTE -32**Departmental Council, Composition, Functions and Actions**

Each Department/School of study shall have a Departmental Council.
The Departmental Council shall be a statutory authority.

1. Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

2. Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most Professor/ Associate Professor of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

3. Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- i. Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of the students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:

- (a) The Head of the Department - Chairperson
 - (b) Two senior most teachers of the Department
 - (c) One nominee of the Dean of the Faculty
- ii. The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
 - iii. Shall recommend to the Board of Studies the courses and curriculum for its consideration.
 - iv. Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
 - v. Shall recommend the purchase of books and journals for the Central and Departmental Library.
 - vi. Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
 - vii. Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
 - viii. The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NBA / NAAC and other statutory bodies following guidelines:
1. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 2. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.

3. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees.
 4. Arranging Students Counseling regularly and allotment of Faculty counselors.
 5. Arranging departmental level Invocation and Induction Courses for Students.
 6. Arranging departmental level Induction Programs for New Faculty and Employees.
 7. Arranging yearly academic and administrative reports.
- ix. Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech. / B.E. / and after M.Sc. / M.A.,
 - x. Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
 - xi. Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
 - xii. Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
 - xiii. Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

STATUTE – 33

The Planning and Development Board and Naming of the Institutions, Buildings or Academic Blocks etc.

1. University may establish planning and Development Board.
2. The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the Board of Management/Chancellor . The Vice - Chancellor shall be the Chairperson of the Board.
3. All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
4. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University.
5. The board may constitute such committees as may be necessary for planning and monitoring the programs of the University.

6. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, It shall be necessary to meet at least twice in a year.

Naming of the Institutions, Buildings or Academic Blocks etc.

1. The organizations or individual intending to name a laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts, literature, sports or any other field, who in the opinion of the Board of Management has contributed or may contribute to human progress and happiness. or as decided by the Board of Management.

STATUTE – 34

Recognition Committee, Constitution and Functions

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.

1. Constitution
 - i. The Vice-Chancellor shall be the Chairperson
 - ii. All the Deans of the Faculties
 - iii. All the Head of Departments
 - iv. Two Professors of the Faculty of the University
2. Functions

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- i. Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISc Bangalore etc.
- ii. In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- iii. If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.

As far as the Foreign Universities are concerned, if not covered above, the guide lines issued by the UGC / Government of India shall be followed.

STATUTE -35**Creation of Centers, Cells and Committees for Quality Education
and Accreditation Processes**

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centers, Committees as per UGC/NAAC/NBA Guidelines

1. Training, Placement and Industrial Interactions Cell
2. Collaborations and MOUs Development Cell
3. Research and Innovations Development and Promotional Centre.
4. Information Technology and Knowledge Management Centre
5. Values and Ethics Development Cell
6. NSS and Community Services Centre
7. Internal Quality Assurance Cell (JQ AC),
8. Environmental Consciousness and Green Audit Committee
9. University Academic and Administrative Yearly Audit Committee
10. University Academic Calendar Preparation and Monitoring Cell.
11. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
12. Equal Opportunity Cell
13. Gender Sensitization Cell
14. Health Centre
15. Daycare Centre
16. Women and Students Grievances Committee
17. Anti-Ragging Committee
18. Staff Welfare Committee

19. Entrepreneur Development Cell
20. Alumni cell
21. Sports Events and Activity cell

STATUTE - 36

Creation of Chairs

1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning
 - i. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - ii. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - iii. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Chancellor
2. In furtherance of the objective of the establishment of a Chair, the University
 - i. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - ii. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.

- iii. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
- iv. May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- v. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- vi. May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor
- vii. The establishment of the Chair shall require one time donation for amount or as decided by the Board of Management & by the donor, which can be supplemented subsequently at his / their discretion.
- viii. The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 37**Tribunal Arbitration**

1. Any dispute arising out of a contract of employment referred to in ~~Statute 40 and~~ Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 38**University Fund**

1. The University Fund shall be kept in several accounts as may be approved by the Chancellor.
2. The Chancellor shall nominate any person and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
3. All expenditure of University/Faculty/School of studies will be permitted by Chancellor subject to provisions of the Act and the Statutes.

4. There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least one week before the date fixed for the annual meeting of the Governing Body.
6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least one week before the date fixed for the annual meeting of the Governing Body.
7. After auditing, the accounts shall be printed in prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
8. Financial Estimates

The Board of Management shall prepare the financial estimates for the ensuing year at least four weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

भोपाल, दिनांक 11 सितम्बर 2023

क्र. आर-86-सीसी-23-अड्टीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, आर्यावर्त निजी विश्वविद्यालय, सीहोर के प्रथम परिनियम क्रमांक 01 से 37 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 37

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

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STATUTE – 01

ESTABLISHMENT OF UNIVERSITY: DEFINITIONS, VISION, MISSION, OBJECTIVES AND FUNCTIONS

1.1 Short title, Scope and Commencement

- 1.1.1 The "Statutes" means the Statutes of the Aryavart University, Sehore, Madhya Pradesh. Hereafter, the University means Aryavart University.
- 1.1.2 These Statutes shall come into force with effect from the date of Publication in the Official Gazette and the approval thereof, by M.P. Private University Regulatory Commission.
- 1.1.3 These statutes shall be in accordance with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in from time to time. If there be any difference in the provisions of the statutes or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall prevail.
- 1.1.4 Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam, and the amended statutes, if any shall be applicable with immediate ~~or retrospective~~ or prospective effect, from such a date as prescribed in the notification.
- 1.1.5 The Jurisdiction for Legal Matters: All matters pertaining to any act/law shall be the subject of the jurisdiction of District Court Sehore, Madhya Pradesh.

1.2 Definitions: in this statute, unless the context otherwise requires

- 1.2.1 'State', 'State Government' and 'Government' shall mean, the Government of the State of Madhya Pradesh, India.
- 1.2.2 'Act' or 'Adhiniyam' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007), as amended from time to time.
- 1.2.3 'Visitor' as prescribed in the Act 2007, means the Visitor of Aryavart University, i.e. his/her Excellency, the Governor of the State of Madhya Pradesh.

- 1.2.4** 'Academic Council' means the Academic Council of Aryavart University, Sehore.
- 1.2.5** "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study.
- 1.2.6** "Branch" of Courses of Study, means the area of the specialization of the study of any of the programs of respective School/Faculty.
- 1.2.7** "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University
- 1.2.8** 'Section', 'Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively.
- 1.2.9** 'Chancellor' means Chancellor of Aryavart University.
- 1.2.10** 'Pro Chancellor' means Pro Chancellor/s of Aryavart University.
- 1.2.11** 'Vice-Chancellor' means the Vice-Chancellor of Aryavart University.
- 1.2.12** 'Pro Vice Chancellor' means, Pro-Vice-Chancellor of Aryavart University
- 1.2.13** 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of Aryavart University.
- 1.2.14** 'Dean of Faculty' means the academic head of the Faculty of the University.
- 1.2.15** 'Convocation' means the convocation of Aryavart University.
- 1.2.16** 'Courses(s)' means prescribed area(s) or course(s) of study of program and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the university
- 1.2.17** "Controller of Examination", means the principal officer in-charge to discharge the overall responsibility to conduct and supervise of all matters of examinations held by the University.
- 1.2.18** "Detained student", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason.
- 1.2.19** "Doctoral Programs", means the Ph.D./Doctorate/Research Programs in the respective branches/departments of the respective School/Faculty.
- 1.2.20** "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).

- 1.2.21** "Examination Hall", means the examination place, room, location, where students have to appear for the respective examinations.
- 1.2.22** "Examination Pattern", means the system of the examination being followed by the University.
- 1.2.23** "External Examiner", means the examiner from other University /Institution.
- 1.2.24** "Internal Examiner", means the examiner from a teaching School of the University.
- 1.2.25** "Ordinances", means ordinances of the Aryavart University.
- 1.2.26** "Post Graduate Programs", mean the Master's Degree Programs in the respective branch/department of the respective School/Faculty.
- 1.2.27** "Regulation", means the regulation made under the provisions of the Act.
- 1.2.28** "Undergraduate Programs", means the Bachelor's Degree programs in the respective branch/department of the respective School/Faculty.
- 1.2.29** "Sponsoring Body" means A.P.S. Shiksha Prasar Samiti, registered under Madhya Pradesh Society Registrikaran Adhiniyam, 1973, Act of Govt. of Madhya Pradesh.
- 1.2.30** "Course Coordinator" means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.2.31** "Degree/Diploma Programs", means the Degree/Diploma Programs in the respective schools.
- 1.2.32** "Degree/Diploma" means, the Bachelor's Degree/Diploma of the University as may be approved by the Governing Body of the University.
- 1.2.33** "Institution", means an institution including existing one or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University.
- 1.2.34** "Investigator", means the person in charge of a project allotted to him/her by any of the research organizations like DST/CSIR etc. along with financial support/grant or a consultancy service allotted along with financial support.

- 1.2.35 "Invigilator",** means the teacher or person who has been assigned duty in the particular examination hall.
- 1.2.36 "Management",** means the Governing Body or any authority or officer of the University, designated by the Governing Body, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.
- 1.2.37 "Prescribed",** means prescribed by the Statutes.
- 1.2.38 "Programs of Study",** means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program.
- 1.2.39 "Records and Publication",** means the records and publication of the University.
- 1.2.40 "Regular Student",** means the student who is studying in full time program running in the University in the respective academic year, and seeks permission to appearing in examination of the University as such.
- 1.2.41 "School Moderation Committee"** means the committee appointed by the Vice Chancellor for each School to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consists of all course coordinators as members.
- 1.2.42 "Semester System",** means the temporal plan of the Academic work in the University, in which, the academic year is divided into two independent semesters like even (January -June) and odd (July -December), for purpose of delivery of course work, evaluation and monitoring of the progress of students.
- 1.2.43 "Academic Year":** It is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. It may be semester-wise or annual with the approval of university academic council as per the norms of concerned regulatory authority.
- 1.2.44 "Choice Based Credit System (CBCS)":** The CBCS provides choice for students to select from the prescribed courses (core, electives or minor or soft skill courses).
- 1.2.45 "Course":** A basic unit of education and/or training. A course or collection of courses forms a program of study.

- 1.2.46 "Credit Point":** It is the product of a grade point and number of credits for a course.
- 1.2.47 "Credit":** Unit of measure of course work. Each course may be allotted credits in proportion to the time expected to be devoted by the student to that course.
- 1.2.48 "Cumulative Grade Point Average (CGPA)":** Weighted average of the grade points obtained in all courses registered by the student across semesters.
- 1.2.49 "Grade Point":** Numeric weightage attached to each letter grade.
- 1.2.50 "Evaluation":** The process of making judgments based on evidence and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.
- 1.2.51 "Letter Grade":** Index of performance resulting from the transformation of actual marks obtained by a student in a course.
- 1.2.52 "Program":** A collection of courses in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Certificates/ Diplomas/ Degrees.
- 1.2.53 "Assessment":** The process of collecting, recording, scoring, describing and interpreting information about learning.
- 1.2.54 "Examination":** it is a quantitative measure of learners "performance and is usually held at the end of the academic session or semester.
- 1.2.55 "Result":** Outcome of an assessment/ evaluation which may be expressed in different forms such as marks, letter grade, GPA, etc.
- 1.2.56 "Reliable Assessment":** Ensures consistency in the assessment made by the same and/or other assessors with respect to the same learning outcome for a course or a program.
- 1.2.57 "Rubric (Assessment Rubric)":** A rubric for assessment, also called a scoring guide, is a tool used to interpret and grade student's against criteria and standards.
- 1.2.58 "Semester Grade Point Average (SGPA)":** Performance of a student in a given semester. It is a measure of performance of work done in a semester.
- 1.2.59 "Semester":** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

- 1.2.60** "Transcript or Grade Card or Certificate": Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and the CGPA earned until that semester.
- 1.2.61** "Allowed to keep term (ATKT)" A system of promotion wherein students who have yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 1.2.62** The 'University' means, the Aryavart University, Sehore, established and incorporated by under State Act.
- 1.2.63** "Governing Body" means the Governing Body of the Aryavart University constituted as per the act.
- 1.2.64** "Board" means, the Board of Management of Aryavart University.
- 1.2.65** "Board of Studies" means the Board of Studies of all the subjects in different Faculties/Schools.
- 1.2.66** 'School/ School of Studies' means, the various schools or study/ disciplines of study, of the Aryavart University.
- 1.2.67** 'Department' means a Department of Studies and includes Centre of Studies of the University under a School of Study.
- 1.2.68** 'Registrar' means the Registrar of Aryavart University, Sehore.
- 1.2.69** 'Dean' means, Head of a faculty of the University.
- 1.2.70** 'Teacher' means, teaching member of the University as defined by the UGC.
- 1.2.71** 'Student' means a person enrolled in the university for pursuing a course of study for the award of a degree, diploma, certificate or other academic distinction.
- 1.2.72** 'Administrative Officer' (AO) means an officer looking after the day-to-day administrative work of the Aryavart University, Sehore.
- 1.2.73** 'Employee' means any person working on the payroll of the University
- 1.2.74** 'Endowment/Corpus Fund' means the endowment/corpus fund of University. An investment fund set up by University/ Individual/Group of persons/ Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statues/ Ordinances/ Regulations.

- 1.2.75** 'School/Faculty' means the School/Faculty of the University (the various Academic Schools) headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) are taught leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- 1.2.76** 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- 1.2.77** 'Other Backward Classes' mean the communities, castes and tribes notified by the State Government from time to time under Article 15(4) and Article 16(4) of the Constitution.
- 1.2.78** 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
- 1.2.79** 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India.
- 1.2.80** 'School of Studies' means an institution maintained by Aryavart University as a place of higher learning and research.
- 1.2.81** 'Fee' means the collection made by Aryavart University from the students by whatever means it may be called.
- 1.2.82** 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
- 1.2.83** 'National Assessment and Accreditation Council (NAAC)' means a statutory body of autonomous institution of the University Grants Commission.
- 1.2.84** 'Qualification' means Degree or Diploma, or any other qualification awarded by Aryavart University, Sehore.
- 1.2.85** 'Regulatory Commission' means the Madhya Pradesh Private University Regulatory Commission (MPPURC) established under section 36 of the Madhya Pradesh Act, 2007.
- 1.2.86** "Regulatory Council" means the All-India Council for technical Education (AICTE) established under the All-India Council for technical Education Act, 1987 (52 of 1987), the Bar Council of India (BCI) constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects (COA) established under the Architects Act, 1972 (20 of 1972), the Paramedical Council

of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Adhiniyam, 2000 (No. 1 of 2001) or the Pharmacy Council of India (PCI) constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council (INC) constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), National Council for Teacher Education (NCTE) established under the National Council for Teacher Education Act, 1993 (73 of 1993), the Central Council of Yoga and Naturopathy established as an autonomous body under the Department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research (ICAR) established as a Registered Society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India and National Council of Rehabilitation of India established under the provisions of the National Council of Rehabilitation of India Act, 1992 (34 of 1992) or any other central or a State Government for laying down the norms and conditions for ensuring standards of higher Education from time to time as the case may be.

1.2.87 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education established in November 1956.

1.2.88 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities online from the campus to the regular students of the University.

1.2.89 'Research Degrees' the Degree of Ph.D. or any other Degree awarded under UGC (Minimum Standards and Procedure for Awards of M.Phil/Ph.D Degree) Regulation, and its amendment from time to time.

1.2.90 'Skill Development' means the Skill or Vocational Training imparted to the students for the purpose of their skills or knowledge to Train for the vocational up brining as per the Provisions of the National Skill Development Council or the University Grants Commission Guidelines for providing Skill Based Education under National Skill Qualification Framework.

1.2.91 'Memorandum of Understating (MoU) means a Memorandum of Understanding with any other Universities (Foreign or National), Institutions (Foreign or National), Academic Bodies (Foreign or National), Industries, (Foreign or National) or Organizations (Foreign or National) for enhancing and imparting the Higher Education in collaboration with university.

1.2.92 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

1.2.93 The terms 'she', 'her' and 'hers' include the masculine gender also.

1.2.94 Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam 2007.

1.3 ESTABLISHMENT

1.3.1 Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

1.3.2 Whereas the Sponsoring Body (APS Shiksha Prasara Samiti, Chhatarpur) has applied to MPPURC, the proposal and the project report to establish a Private University,

1.3.3 Whereas the Government of Madhya Pradesh under Section 9 of the Adhiniyam 2007 has granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhyadesh 2022 (No. 25 of 2022) and notified vide M.P. Gazette notification No. 565 - Asadharan Pradhikar Se Prakashit dated 17 October 2022.

1.3.4 Whereas the Sponsoring Body under Section 16 (1) of Adhiniyam 2007 having appointed Chancellor of the University.

1.3.5 Whereas the Sponsoring Body under Section 22 (1) of the Adhiniyam 2007, having nominated the Chairperson and Members of the Governing Body,

1.3.6 Whereas the Chancellor and the Sponsoring Body under Section 17 (1), 18 (1), 19(1), 22(1) and 23 (1) (as applicable) of the Adhiniyam, 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer.

1.3.7 Whereas these officers and Members of the Authorities having assumed charge of their respective posts.

1.3.8 Whereas the Sponsoring Body having decided to name the University as ARYAVART UNIVERSITY (English) and आर्यावर्त विश्वविद्यालय (Hindi), with headquarters at Sehore and has been incorporated with effect from 17 October 2022 with the Vision, Mission and Objectives as laid down in this Statute, and

1.3.9 Whereas in exercise of the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007 (17 of 2007), the Governing Body of the Aryavart University, Sehore make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.

1.3.10 University may establish Information Bureau, Information Centres, Inter-University Relation Centres, Consortium, Off- Campus, Extension Centers and such other things for the dispense of the information of the University across and outside the state.

1.3.11 University may provide courses on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

1.3.12 University may collaborate or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

1.4 SEAL OF THE UNIVERSITY

1.4.1 The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.

1.4.2 The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

1.4.3 The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.

1.5 VISION OF UNIVERSITY

- 1.5.1** To be globally recognized as a Centre of Excellence for Education, Research, Innovation, inculcating Resurgence of Indian Knowledge and Indian Culture, disseminating knowledge by creating an excellent educational environment to the students to develop human for serving the society.

1.6 MISSION OF UNIVERSITY

- 1.6.1** To bring quality higher education within the reach of every career-oriented individual who is aiming to achieve excellence in education, research and innovation for the enhancement of knowledge.
- 1.6.2** To create and disseminate knowledge through research and creative inquiry, teaching, and learning, and to transfer our intellectual knowledge base to enhance the ideology in meaningful and sustainable ways.
- 1.6.3** To serve our students by teaching them problem solving, leadership and teamwork skills, and the value of commitment to quality, ethical behavior, and respect for others.
- 1.6.4** To create a diverse University community, open to the exchange of ideas, where discovery, creativity, and personal and professional development is encouraged and can flourish.
- 1.6.5** To equip every student with the required social and technical skills to achieve the objective of knowledge transfer and employment generation.
- 1.6.6** To contribute to the social fabric and economic health of the rapidly growing and evolving world, by enhancing and facilitating economic empowerment, providing equal opportunities to all, creating opportunities for employment generation (both directly and through education), and contributing to the overall sustainable development of the Region, State and the Country as a whole.
- 1.6.7** University aims to transform lives and communities through learning.

1.7 OBJECTIVES

- 1.7.1** To provide high quality comprehensive education, training, and research opportunities which are compatible with the changing needs of students and the industry.
- 1.7.2** To enhance and facilitate economic empowerment, provide equal opportunities to all, create opportunities for employment generation (both directly and through education), and contribute to the sustainable development of the Region, state and the country.

- 1.7.3** To providing world class infrastructure, faculty, staff, and opportunities to students, which will help them, develop innovative mind, creative thinking, professional attitude.
- 1.7.4** To develop as a multidisciplinary institution of higher learning that offers undergraduate and post graduate programmes, with excellent teaching quality, research and community engagement with moral values.
- 1.7.5** To provide consultancy to the industry and public organizations.
- 1.7.6** To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 1.7.7** To collaborate with Industries, Research Institutions, Government and Non-Government organizations towards the fulfillment of the objectives of the University.
- 1.7.8** To set up collaborative provisions with National/International Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.
- 1.7.9** To recognize, identify, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres.
- 1.7.10** To provide flexible teaching and learning, so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.
- 1.7.11** To create Centres of Excellence for research and development and for e sharing knowledge and its application:
- 1.7.12** To provide emphasis on conceptual understanding rather than rote learning and learning-for-exams.
- 1.7.13** To cater life skills such as communication, cooperation, teamwork, and resilience.
- 1.7.14** To synergizing in curriculum across all levels of education from inception to higher education.

- 1.7.15** To inculcate a 'light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance and empowerment.
- 1.7.16** To motivate and conduct outstanding research as a requisite for outstanding education and development.
- 1.7.17** To inculcate a sense of pride in our country Bharat, and its rich, diverse and ancient culture and knowledge systems and traditions.
- 1.7.18** To teach that education is a public service; access to quality education must be considered a basic right of every people of all age, sex and creed.
- 1.7.19** To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council for the fulfillment of the objectives of the National Education Policy 2020.
- 1.7.20** To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.
- 1.7.21** To ensure that academic distinctions are not lower than those laid down by the Regulatory Councils such as the AICTE, NCTE, UGC, PCI, INC, ICAR, etc.

1.8 Goals

1.8.1 Student Development

- a) To produce a creative and technically strong critical thinkers
- b) To provide a strong foundation of knowledge and skills.
- c) To increase student's preparedness to be leaders and innovators in industry and academic.
- d) To provide educational and non-educational opportunities personality development of students.
- e) To develop strong interpersonal and communication skills.
- f) To develop responsible citizenship through awareness of ethical values.
- g) To instill qualities of - adaptability, accountability, dedication, innovation.
- h) To focus on long term growth and development with a sustainable personal and community development.

1.8.2 Excellence in Education

- a) To create and sustain a culture of excellence in learning and teaching across all academic departments.
- b) To promote the development of pedagogical innovations and introduce new approaches to learning and teaching.
- c) To collaborate with institutions to globalize education and encourage knowledge exchange between the University and its peers, as well as with the industry.
- d) To provide an excellent student experience for all University students.
- e) To foster an atmosphere of intellectual excitement and curiosity.
- f) To design a robust educational programme including current and cutting-edge skills in tune with industry requirements to ensure employment.
- g) To achieve excellence in application-oriented research so as to contribute to the development of the region, nation and the world at large.
- h) To strengthen the infrastructure for research and scholarship by building research laboratories and other shared research facilities and by establishing excellent library facilities for the students.
- i) To promote awareness and realization of the importance of education and research in achieving a competitive edge.
- j) To ensure that academic distinctions are not lower than those laid down by the All-India Statutory Bodies such as the AICTE, NCTE, UGC, INC, COA, ICAR, PCI etc.

1.8.3 Employability

- a) To provide various exciting and rewarding career opportunities via placements and campus drives.
- b) To support industry relations and develop networking opportunities.
- c) To ensure that our students develop knowledge and skills those will equip them to be employed in the best organizations at the National and International level.
- d) To use a variety of modern mechanisms to adopt appropriate new technologies and methodologies,
- e) To relate fundamental concepts to practical applications and provide students with the necessary skills to function as responsible professionals.
- f) Support students in achieving their career goals by providing appropriate in classroom and practical training opportunities.

1.8.4 Contribute to the health and welfare of the region

- a) To act as a major employer within the region, and by equipping students with the appropriate knowledge and skills, increase employability for them.
- b) To address societal challenges including education, health, cultural welfare and community amenities.
- c) To act as agents of social mobility, play a crucial role in creating an intellectual milieu where people can engage in knowledge and skills creation without social, economic or cultural barriers.
- d) To pursue all other objectives as may be approved by the Sponsoring Body (APS Shiksha Prasar Samiti, Chhatarpur).

1.9 FUNCTIONS OF THE UNIVERSITY

Subject to provisions of the Adhiniyam and the Rules and such conditions as may be prescribed by the Statutes, Ordinances and Regulations, the University shall perform the following functions:

- a) To provide infrastructure and finances to the constituent Institutions of Aryavart University.
- b) To provide for instructions, teaching and training in such branches of learning and courses of study as it may think appropriate and make provisions for dissemination of knowledge and research;
- c) To conduct examinations, grant and confer degrees, diplomas, certificate and/or other academic distinctions on persons who have pursued, a course of study in the University or in any college, unless exempted there from in the manner prescribed by the Statutes, Ordinances or Regulations and have passed the examinations prescribed by the Statutes, Ordinances and Regulations have carried on research under conditions prescribed by the, Statutes or Ordinances.
- d) To confer honorary degree or other distinctions on persons in the manner prescribed by the Statutes;
- e) To co-operate and collaborate with other Universities, Institutions and authorities (in India and Abroad) in such manner and for such purposes as the University may from time to time determine;
- f) To constitute committees for admission, fee fixation and various other purposes;
- g) To institute and award fellowships, scholarships, studentship, stipends, medals, prizes and travel grants;

- h)** To maintain and administer colleges, laboratories, libraries, museums, publishing house, institutes of research, institutes of academic and administrative training and other institutions/organizations necessary to carry out the objectives of the University;
- i)** To maintain hostels and messes for students and residents as per requirement and need of university;
- j)** To make arrangements for promoting the health and general welfare of the students of the University;
- k)** To determine, collect, demand and revise fees and other charges as may be prescribed by the Statutes, Ordinance and Regulations;
- l)** To create administrative, ministerial and other necessary non-teaching posts through Statutes;
- m)** To accept, hold and manage any endowments, donations or funds which may become vested in the University for the purpose of the University by way of grants, donations, testamentary disposition or otherwise and invest such endowments, donations and funds in a manner that may be in the uppermost interest of the University; Provided that, donations from a foreign country, foreign foundation or from any person in such country shall be accepted by the University within the provisions of any Central or State Government laws. Provided that, such endowments, donations or funds are accepted with prior specific approval of ~~Sponsoring Body~~ or Chancellor.
- n)** To undertake publications or work of merit, research and general knowledge;
- o)** To admit students in University Teaching Departments, School of Studies or Constituent Institutions either directly or through Conduct of Common Entrance Examination and / or through any authorized manner;
- p)** To maintain such bodies as are declared by Statutes to be the Authorities of the University;
- q)** To make grants from the funds of the University for;
 - i)** Physical education and training;
 - ii)** Seminars, workshops and other academic activities;
 - iii)** Cultural, Recreation, Sports and Athletic activities;
 - iv)** Research, innovation and capacity building activities.

1.10 STRUCTURAL HEIRARCHY AND POSITIONS

- i) **Sponsoring Body** →
- ii) **Chancellor**
- iii) **Pro Chancellor**
- iv) **Vice-Chancellor**
- v) **Pro-Vice-Chancellor**
- vi) **Governing Body**
- vii) **Board of Management**
- viii) **Academic Council**
- ix) **Standing Committee of Academic Council**
- x) **Registrar**
- xi) **Chief Finance and Account Officer**
- xii) **Controller of Examination**
- xiii) **Dean of Faculty**
- xiv) **Board of studies**
- xv) **Dean Student Welfare**
- xvi) **Director/Head of Teaching department/Centre of studies**

1.11 UNIVERSITY OPEN ALL CLASSES OF PERSONS

- 1.11.1 The University shall be open to all persons of any sex and any race, creed, caste, or class or any religion including NRI, PIO or foreign nationals.

1.12 RESEARCH IN THE UNIVERSITY

- 1.12.1 The University shall establish, facilitate, promote research activities in the constituent institutions and award Degrees, recognitions and certificates and also publish research papers, books, monographs, magazines and other periodicals.

1.13 ADHINIYAM TO PREVAIL

- 1.13.1 In case of any inconsistency in the Statutes, Ordinances, Regulations or Rules made there under the provisions of the Adhiniyam 2007, and as amended from time to time, shall prevail.

1.14 PROTECTION OF ACTS DONE IN GOOD FAITH

- 1.14.1 No suit or other legal proceeding shall lie against and no damages shall be claimed from, the University, or its Authorities, Bodies or Officers for anything which is done in good faith done or intended to be done in pursuance of the Adhiniyam, the Statutes, Ordinance, Regulations or Rules made there under.

1.15 VACANCIES NOT TO INVALIDATE THE PROCEEDINGS OF ANY AUTHORITY OR BODY OF UNIVERSITY

- 1.15.1 No act or proceedings of any authority or body of the University shall be invalidated merely by reason of any vacancy or defect in the constitution thereof

STATUTE - 02

CHANCELLOR: APPOINTMENT, POWERS & DUTIES

2.1 The Chancellor shall be the Head of the University and by virtue of his/her office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

2.2 APPOINTMENT

2.2.1 In accordance with the section 16 (1) of MP Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

2.2.2 The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the MPPURC, subsequently for the approval of the Visitor. Once the approval of the visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2.3 POWERS & DUTIES

2.3.1 The Chancellor shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

2.3.2 It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

2.3.3 Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Aryavart University for conferring degree diplomas or the academic distinctions.

2.3.4 The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

2.3.5 To exercise general control over the affairs of university

2.3.6 To appoint and remove the Pro Chancellor, Vice-Chancellor.

2.3.7 The Chancellor may call for any papers or information relating to the affairs of the University and for reasons to be recorded refers any matter for reconsideration to any officer or authority of the University that has previously considered such matter.

2.3.8 The Chancellor may by an order in writing, annul any proceedings of any officer authority, committee, or body of the University, constituted by or under this Act, which is not in conformity with this Act, the Statutes, the Ordinances, or the regulations.

2.3.9 To call for any information or record relating to any affairs of the University.

2.3.10 The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Aryavart University, Sehore, for specific purposes, whenever necessary and the Vice Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action.

2.3.11 The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University, as and when required.

2.3.12 All such other powers as may be conferred by the Act, Statutes and Ordinances.

2.4 TENURE

2.4.1 The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of visitor.

2.4.2 In case of an emergency like illness, absence or death of the Chancellor, the Pro Chancellor or Vice-Chancellor, whosoever is recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

2.5 RESIGNATION / REMOVAL

2.5.1 The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

STATUTE - 03

PRO CHANCELLOR: APPOINTMENT, POWERS & DUTIES

3.1 APPOINTMENT

3.1.1 The Pro-Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.

3.1.2 The number of Pro-Chancellor/s may be more than one as decided by the Sponsoring body. Pro-Chancellor shall be selected & appointed by Chancellor from amongst following:

- a) Nominee/s of Sponsoring Body
- b) Knowledgeable person/s of high integrity, stature, experience and proven ability in the field of education/administration.

3.2 POWERS & FUNCTIONS

3.2.1 Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.

3.2.2 Pro-Chancellor/s shall be deemed to be an officer of the University. He/she shall exercise all the powers and perform all functions of Chancellor during latter's absence. Pro-Chancellor/s shall preside all meetings/ceremonial functions when Chancellor is not present.

3.2.3 Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

3.3 TENURE

3.3.1 The Pro-Chancellor/s shall hold office for a period of five years and shall be eligible for reappointment.

3.4 RESIGNATION / REMOVAL

3.4.1 Pro-Chancellor/s may resign his/her appointment by a submission in writing to Chancellor under his/her signature.

3.4.2 If for certain reasons, Chancellor decides the act of Pro-Chancellor are not in favour of university and against Act/Statutes/ Ordinance and Regulations. He may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. He will appoint the new Pro Chancellor as required, as per clause (1) of this statute.

3.4.3 In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.

STATUTE - 04

VICE-CHANCELLOR: APPOINTMENT, POWERS & FUNCTIONS

- 4.1 The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University, and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- 4.2 **APPOINTMENT OF VICE-CHANCELLOR**
- 4.2.1 The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil all the norms as prescribed by the UGC from time to time.
- 4.2.2 The Selection Committee, while preparing a panel, shall give due considerations to the academic excellence, exposure to higher education systems in the country and abroad and adequate experience in academic and administrative governance of the candidates.
- 4.2.3 The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
- a) Two eminent academicians nominated by the Sponsoring Body; and
 - b) One eminent person nominated by the State Government
- 4.2.4 The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- 4.2.5 The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor to Chancellor.
Provided that if the Chancellor does not approve the recommendations of the selection committee, he may call for fresh recommendation from it (the selection committee).
- 4.2.6 Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University.
- 4.2.7 Provided further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointed by the Chancellor for another term.

4.3 TENURE

- 4.3.1** The tenure of the first Vice-Chancellor shall be two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Act. However, he may continue to hold office for a period of additional six months or till a new Vice-Chancellor join, whichever is earlier.
- 4.3.2** Under unavoidable circumstances, if the post of Vice-Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice-Chancellor shall be appointed, adopting the procedure as laid down above.
- 4.3.3** The conditions of service and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

4.4 POWERS & FUNCTIONS

- 4.4.1** The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, and the Board of Affiliation. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances, and the Regulations.
- 4.4.2** The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- 4.4.3** Vice-Chancellor may be present at, and address, any meeting of any other authority or any other body of the University but he/she shall not be entitled to vote there unless he/she is a member of such authority or body.
- 4.4.4** If, in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly, or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- 4.4.5** If, in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter. Provided that if, in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Act, Statutes, Ordinances and Regulations of the University.
- 4.4.6** The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- 4.4.7** The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He/ She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- 4.4.8** The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- 4.4.9** The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes, and the Ordinances and shall possess all such powers as may be necessary for the purpose.

4.5 REMOVAL

- 4.5.1 In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time, upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor.
- 4.5.2 Has defaulted in performing any duty imposed on him by or under the Act 2007 or the Statues/Ordinances framed there under; or
- 4.5.3 Has acted in a manner prejudicial to the interest of the university; or
- 4.5.4 Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- 4.5.5 In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity to show cause against the proposed order.
- 4.5.6 In accordance with Section 17 (14), as the date specified in the order under subsection (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant. Salary, allowances and leaves will be as prescribed in the Regulation.

STATUTE - 05

PRO-VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES

- 5.1 The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
- 5.2 The Pro-Vice-Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.
- 5.3 There shall be more than one Pro-Vice-Chancellor depending upon the requirements of the University.
- 5.4 **APPOINTMENTS, POWERS & DUTIES:**
- 5.4.1 The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor, provided, that if the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice-Chancellor or request the Vice-Chancellor to recommend another person for consideration of the Board of Management.
- 5.4.2 Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Act, Statutes, Ordinances, and the Regulations.
- 5.4.3 The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of Academic Administration of University. He/she may also discharge duties relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice Chancellor.
- 5.4.4 Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
- 5.4.5 The Pro-Vice-Chancellor shall preside over the meeting of Board of Management and Academic Council in the absence of Vice-Chancellor.
- 5.4.6 He/ She will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.
- a. His/ Her tenure will be of four years and will be eligible for reappointment.
- b. He/ She shall be entitled to receive salary and leaves as prescribed in the regulation.

STATUTE - 06

GOVERNING BODY: CONSTITUTION, POWERS AND FUNCTIONS

6.1 The Governing Body shall be the supreme authority of the University, shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction, and control of the work of the University so that the University fulfils its objectives.

6.2 CONSTITUTION

The Governing Body of the Aryavart University shall consist of the following members, namely:

- a) The Chancellor - Ex-officio Chairman;
- b) The Vice-Chancellor;
- c) Three eminent persons nominated by the sponsoring body, out of whom at least one shall be an eminent educationist;
- d) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- e) One representative of the State Government not below the rank of Deputy Secretary.
- f) Registrar- Member Secretary

6.3 TENURE

6.3.1 The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

6.3.2 Nominated members may hold office for one or more terms.

6.4 POWERS & FUNCTIONS

The Governing Body shall be the principal authority of the University, all movable and immovable properties of the university shall vest in the Governing Body, and it shall have the following powers, namely:

- 6.4.1** The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Madhya Pradesh Private University Regulatory Commission (MPPURC) for approval.
- 6.4.2** To control functioning of the University by using all such power as are provided by this Adhiniyam, Statutes and Ordinances, or Regulations made there under.
- 6.4.3** To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or Statutes or Ordinances or Regulations made there under.

- 6.4.4 To approve the budget and annual report of the University.
- 6.4.5 To lay down the policies to be followed by the University.
- 6.4.6 To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- 6.4.7 To direct, supervise and control the endowment fund and also general fund account and get them audited through CFAO (Chief Finance & Accounts Officer) as per the Act.
- 6.4.8 To finally approve the recommendation of the Board of Management for conferment of honorary, degree and other distinctions and awards.
- 6.4.9 To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- 6.4.10 To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- 6.4.11 To invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- 6.4.12 To frame rules/regulations for the conduct of its business.
- 6.4.13 The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- 6.4.14 The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.
- 6.4.15 It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- 6.4.16 It shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management,
- 6.4.17 It shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- 6.4.18 Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

6.5 MEETINGS AND QUORUM

- 6.5.1** A meeting of the Governing Body shall ordinarily be called at least one time in a calendar year.
- 6.5.2** Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member whose nominated by the Chancellor.
- 6.5.3** The Chancellor may on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University. At least Seven (7) clear days notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.
- 6.5.4** Five members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

6.6 VACANCIES

- 6.6.1** Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same is accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.
- 6.6.2** In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act / 2(iv) and 2(v) of this Statute, the same will be forwarded to the MPPURC/Visitor/State Government after due deliberations by the Governing Body for acceptance.
- 6.6.3** No member of the Governing Body who is nominated to another Body in his/her capacity as a member of the body, shall continue to be a member of that body after his/her removal or the acceptance of his/her resignation.
- 6.6.4** A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- 6.6.5** A member of the Governing Body of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.
- 6.6.6** Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the unexpired portion of the term.

STATUTE - 07

BOARD OF MANAGEMENT: CONSTITUTION, POWERS AND FUNCTIONS

7.1 CONSTITUTION

7.1.1 There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Adhiniyam. It shall consist of the following:

The Vice-Chancellor, Ex-officio Chairperson;

Two representatives nominated by the sponsoring body;

Two representatives nominated by the State Government;

Two Senior most Professors of the University by rotation;

Two Senior most Teachers of University other than Professors as mentioned above in clause (d), by rotation;

Registrar - Member Secretary.

7.2 TENURE

7.2.1 The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

7.2.2 No nominated member shall hold office for more than two consecutive terms.

7.2.3 The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

7.3 POWERS AND FUNCTIONS

7.3.1 Shall be the Principal Executive Body of the University and have all the powers to manage and administer the University, inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.

7.3.2 In order to manage and administer the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of Academic Council or any Authority or Officer of the University, subject to the conditions laid down in the Act.

- 7.3.3** Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- 7.3.4** Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- 7.3.5** Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- 7.3.6** Shall regulate the use of the common seal of the University.
- 7.3.7** Shall control and administer the properties and funds of the University, including framing of annual financial statement and estimates, annual audit, control/reduce enhance transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body etc. and appoint authorized agents for the same, it deemed necessary.
- 7.3.8** Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam, the Statutes and the Ordinances.
- 7.3.9** Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes or Ordinances.
- 7.3.10** The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- 7.3.11** Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the report before the Governing Body as stipulated by Regulations.

- 7.3.12** To comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- 7.3.13** To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- 7.3.14** To ensure maintenance of proper accounts of the properties and funds of the University.
- 7.3.15** To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- 7.3.16** To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- 7.3.17** To follow and monitor the budget for expenditure as approved by the Governing Body,
- 7.3.18** To recommend to Governing Body for creating the post of other officers of the University.
- 7.3.19** To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- 7.3.20** To select a common seal for the University and to provide for its custody and use.
- 7.3.21** To arrange for the conduct/defend of litigation by or against the University.
- 7.3.22** Examine and recommend to Governing Body the matters regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- 7.3.23** To recommend for conferring honorary degree, medals and prizes on the recommendation of the Academic Council.
- 7.3.24** To recommend, enact, amend or repeal Statutes.
- 7.3.25** To recommend confer the title of Professor Emeritus on the recommendation of the Academic Council.
- 7.3.26** To recommend the appointment of the Visiting Professors, Artists, Writers and determine the terms and conditions of such appointments to Chancellor.

7.3.27 To specify the manner and appoint academic staff against the temporary vacancies.

7.3.28 To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into accounts the recommendations of the Academic Council.

7.3.29 To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.

7.3.30 To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.

7.3.31 To exercise such other powers and performs such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

7.4 MEETING AND QUORUM

7.4.1 The Board of Management shall meet at least once in every three months. The Vice Chancellor may, in case of urgency, convene a special Meeting.

7.4.2 The meeting shall be convened under the direction of the Vice-Chancellor.

7.4.3 Five members shall constitute the quorum.

7.4.4 The quorum for an adjourned meeting should be three members.

7.5 VACANCIES

7.5.1 Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.

7.5.2 No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue be a member of that Body or hold the post after the acceptance of his/her resignation.

7.5.3 A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

7.5.4 A member of the Board of Management of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.

7.5.5 Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the unexpired portion of the term.

STATUTE - 08

ACADEMIC COUNCIL: CONSTITUTION, POWERS AND FUNCTIONS

8.1 The Academic Council shall be the statutory body of the University in all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instruction, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and Regulations and shall have the right to advise the Board of Management on all academic matters.

8.2 FORMATION

The Academic Council shall consist of the following members:

- a) Vice-Chancellor - Chairperson
 - b) Three seniors most professor of the university was nominated by Chancellor.
 - c) Dean and HOD of faculty and school as per their seniority
 - d) Two professors from state/Central government university nominated by The Chairman, Regulatory Commission.
 - e) Two representatives amongst the Scientist/Educators/Industrialist nominated by the Chancellor.
 - f) The Registrar - Member Secretary
- Provided that total membership of the Academic Council shall not exceed to fifteen members at a time.

8.3 TENURE

8.3.1 The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

8.4 MEETINGS & QUOROM

8.4.1 The Academic Council shall normally meet once in a year on the dates as fixed by the Vice-Chancellor. However, the Vice-Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

8.4.2 The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor.

8.4.3 The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.

8.4.4 A copy of the minutes shall be submitted to the Chancellor.

8.4.5 Approval of the resolutions shall be by simple majority of the Members present.

8.4.6 One third members of the Academic Council shall form the quorum for a meeting.

8.5 REMOVAL/DISQUALIFICATION

8.5.1 An individual cease to be a member of the Council upon his/her resignation/removal from his/her post at the university.

8.5.2 Convicted for any offence including moral turpitude.

8.5.3 Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.

8.5.4 Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

8.5.5 A member of the Academic Council of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.

8.6 POWERS, DUTIES AND FUNCTIONS

8.6.1 To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.

8.6.2 To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board, a Faculty of Studies, or the Board of Management, and to take appropriate action thereon.

8.6.3 To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.

8.6.4 To take measures for Quality Education and Accreditation at the University.

8.6.5 To make recommendations to the Governing Body for the conferment of degrees, honorary degrees, or any such other distinctions or honor of the University.

- 8.6.6 To recommend new courses of study.
- 8.6.7 Frame the Calendar of Events for the academic year.
- 8.6.8 To recommend the Regulations for the methodology, schemes, and modalities of university examinations and allotment of marks and credits for individual subjects in all the courses.
- 8.6.9 To take up the matters for periodical review of functioning and coordination between all the constituent Institutions, departments and recommend to the Board of Management, the ways and means of improvement.
- 8.6.10 To consider other academic or student welfare matters referred to it.
- 8.6.11 Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils are adhered to from time to time.
- 8.6.12 Appoint various sub committees as and when required for specific purpose /task. The committees shall cease to function after completing the task assigned.
- 8.6.13 Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- 8.6.14 Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
- 8.6.15 To initiate and promote research and related activities in various constituent Institutions and centres.
- 8.6.16 To recognize persons of eminence in their subjects to be associated as research guides, in the subject as prescribed in the Ordinance.
- 8.7 Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.
- 8.8 In addition to above, the Council shall recommend to the Board of Management the following:
 - 8.8.1 The classification of the posts according to the requirements and their duties attached thereto.
 - 8.8.2 Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
 - 8.8.3 To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or subdivision of any Faculty or the combination / merger of one Faculty with another.
 - 8.8.4 To recommend the creation of New Departments, Cells and Centres.

STATUTE - 09

STANDING COMMITTEE

9.1 The Academic Council may constitute a Standing Committee to look after the routine matters of academic nature on its behalf.

9.2 CONSTITUTION

- a) Vice-Chancellor - Chairperson
- b) Deans of all Faculties – Members
- c) Chief Finance Account Officer- Member
- d) One person to be nominated by the Chancellor - Member
- e) Three senior Head of Departments/Schools of the University by rotation (which will be three years)
- f) Registrar - Member Secretary

9.3 The Vice Chancellor may invite additional members to the standing committee as and when required. The meeting of the committee shall be covered under the direction of the Vice-Chancellor.

9.4 Function & Responsibilities of Standing Committee.

9.4.1 Meeting of the standing committee shall be convened, as and when required under the direction of Vice-Chancellor. One half of the members of the standing committee and Chairman shall constitute the quorum.

9.4.2 Notice of the meeting of the Standing Committee along with agenda will be served to the members at least three days in advance of the meeting. However, an emergency meeting of the standing committee can be called by the Vice-Chancellor, as and when required within one hour of notice.

9.4.3 To monitor functioning of the university as per the Act, the statutes and the ordinances from time to time.

9.4.4 To examine any matter referred to it by the Chancellor/ Vice-Chancellor and to make suitable recommendations. The recommendations of the Standing Committee shall be put up before the Board of Management.

The decision taken by standing committee shall be approved by the Chancellor and such decisions duly approved shall be fully honored and binding to the Board of Management, Governing Body and all other Bodies, Committees of the University.

STATUTE - 10

REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES

10.1 The Registrar shall be the Custodian of the all records of the University and shall carry out the orders and instructions given by the Vice-Chancellor and administer the University as per rules and regulations.

10.2 SELECTION & APPOINTMENT AND CONDITIONS OF SERVICE

10.2.1 The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- a) The Vice-Chancellor -Chairperson
- b) Nominee of the Chancellor
- c) Two expert members approved by the Board of Management.

10.3 No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations of the University.

10.4 The University shall follow the following procedure for the selection of the Registrar:

10.4.1 Shall invite applications in the prescribed format, for the post through the process of an advertisement, which includes the web portal of the University.

10.4.2 A summary of the candidates who applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.

10.4.3 The date of meeting of the Selection Committee shall be fixed, and a notice to this effect will be given to the short-listed candidates at least seven days in advance.

10.4.4 The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.

10.4.5 The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five (65) years.

10.4.6 If a suitable candidate is not found in the first advertisement, subsequent advertisements will be issued.

10.5 RESIGNATION / REMOVAL

10.5.1 When the office of the Registrar falls vacant on account of one reason or another, such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.

10.5.2 If at any time, upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar. Provided that before such action the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

10.6 POWERS & DUTIES OF THE REGISTRAR

10.6.1 All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.

10.6.2 The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relate to discharge of official duties in the University.

10.6.3 The Registrar shall be the Member Secretary of the Governing Body, Board of Management, Academic Council and standing committee.

10.6.4 The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

10.6.5 He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his/her charge.

10.6.6 He/She shall be responsible for inventory management of furniture, fittings and equipment and ensure annual stock taking and physical verification of the same.

10.6.7 He/she shall arrange for condemnation of unserviceable furniture and equipment as recommended by Committee appointed for that purpose.

10.6.8 He/she shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhiniyam of which he is to act as Secretary

10.6.9 He/she shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he/she is to act as Secretary.

10.6.10 He/she shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/authorities.

10.6.11 The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting shall be supplied to the Vice Chancellor

- a) Copies of the agenda of the meetings of the University authorities, of which he/she is to act as Secretary, as soon as such approved agenda is issued.
- b) The minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
- c) Such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time

10.6.12 He shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he/she acts as Secretary.

10.6.13 He shall discharge such other functions as may be assigned to him/her from time to time by the Vice Chancellor to whom he/she shall be responsible for the same.

10.6.14 He shall exercise such other powers and performs such other duties as may be conferred or imposed upon him/her by the Act, Statutes, Ordinances, and Regulation.

10.6.15 The Registrar may if desired by the Chairman of any Authority or body of which he is the Secretary, to speak at a meeting of such Authority or Body.

STATUTE - 11

CHIEF FINANCE & ACCOUNTS OFFICER (CFAO): FUNCTION & DUTIES

- 11.1** The University shall appoint Chief Finance and Account Officer to manage its finances.
- 11.2** The Board of Management shall constitute a selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
- 11.3** The Chief Finance and Accounts Officer shall be responsible for all aspects relating to the accounts and finances of the University.
- 11.4** The Chief Finance and Accounts Officer shall be member-secretary of Finance Committee of the university.

11.5 APPOINTMENT, TERMS & CONDITIONS

11.5.1 The Chief Finance and Account Officer shall be appointed by the Chancellor as mentioned in Section 19(1) of the Act.

11.5.2 The University shall follow the following procedure for the selection of the CFAO.

- a) The University shall invite application for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- b) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short-listed candidates at least seven (7) days in advance.
- d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- e) The recommendation of the Board of Management will be submitted to the Chancellor, and then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize the selection accordingly.
- f) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above,
- g) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be Sixty Five (65) years.

11.6 RESIGNATION / REMOVAL

11.6.1 When the office of the CFAO falls vacant on account of one reason or another such as long illness or long absence or resignation, the Vice Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.

11.6.2 If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.

11.6.3 Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

11.6.4 The Chief Finance and Accounts Officer shall retire on completing the age of Sixty Five (65) years.

11.7 DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER

11.7.1 To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body.

11.7.2 To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Act, the Statutes, the Ordinances or the Regulation.

11.7.3 To hold and manage the property and investments of the University and endowed properties/funds.

11.7.4 To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are spent for the purpose for which they are granted or allotted.

11.7.5 To keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.

11.7.6 To suggest measures of additional internal revenue generation for the university.

11.7.7 To watch the progress of collection of revenue and advice on the methods of collection applied.

11.8 THE CHIEF FINANCE & ACCOUNTS OFFICER shall

11.8.1 Arrange collection of income; disburse the payments and maintenance of the accounts of the University.

11.8.2 Be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as well as also long-term plans.

11.8.3 Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.

- 11.8.4** He/she will also ensure compliance of all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice Chancellor.
- 11.8.5** Ensure that the registers of buildings, lands, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
- 11.8.6** Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- 11.8.7** Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- 11.8.8** Ensure that the fee structure once approved, is implemented and fees from the students are received in time with penalties, if any.
- 11.8.9** The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/ receipts and statements/ returns that he/she may consider necessary for the performance of his/her duties.
- 11.8.10** The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after residential audit set up is established.
- 11.8.11** He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt and local bodies.
- 11.8.12** Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- 11.8.13** Chief Finance & Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.
- 11.8.14** To bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- 11.8.15** To call from any office of the University, including Schools/Institutions Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- 11.8.16** Any receipt given by the CFAO or by the person or persons on his behalf duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE - 12

APPOINTMENT, TERMS, CONDITIONS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS

- 12.1** The Controller of Examinations shall be an officer of the University and shall be appointed by the Vice-Chancellor from among the teachers of the University.
- 12.2** The Controller of Examinations will be a full-time salaried officer of the University and shall discharge his duties under general supervision and control of the Chancellor/Vice-Chancellor.
- 12.3** The Controller of Examinations shall be responsible for the smooth conduction of Examination of all Courses and Programmes and for all other arrangements necessary thereof, along with the execution of all processes connected therewith and declaration of result.
- 12.4** The appointment of the Controller of Examinations shall be made by the Governing Body/ Chancellor on the recommendation of the committee constituted for this purpose.
- 12.5** The committee shall consist of:
- a) Vice-Chancellor or his nominee (Chairman)
 - b) Two nominees of the Board of Management.
 - c) One expert member approved by the Chancellor.
- However, the quorum for committee shall be minimum three.
- 12.6** The University shall follow the following procedure for the selection of the Controller of Examination :
- a) The University shall invite applications for the post through an advertisement in the University website, job portals and newspapers.
 - b) A Summary of the candidates who applied for the post shall be prepared by the committee consisting of senior staff members of the University and approved by the Chancellor for this purpose.
 - c) The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
 - d) If a suitable candidate is not found in the first advertisement, a subsequent advertisement shall be issued The Controller of Examinations shall be selected from among the faculties of the University.

12.7 When the office of the Controller of Examinations is vacant or when the Controller of Examinations by reason of illness or absence for any other cause, unable to perform the duties of his office. The duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

12.8 The powers and responsibilities of the Controller of Examinations shall be as decided by the Board of Management of the University.

12.9 If at any time upon representation made or otherwise. After making such inquiry as may be deemed necessary for the following reasons:

Has made default in performing any duty imposed on him by or under this Act;

or

Has acted in a manner prejudicial to the interest of the University;

or

Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University;

or

Is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University.

and

If it appears to the Chancellor that the situation so warrants that continuance of the Controller of the Examinations is not in the interest of the University, the Chancellor may instruct to Vice-Chancellor to issue the show cause notice to the Controller of Examinations to explain the matter and thereafter if the authorities are not satisfied with the explanation submitted by the Controller of Examinations then Vice-Chancellor may request to the Chancellor for the removal of the Controller of Examinations. The Chancellor's decision shall be final in all matters. Provided that before taking such action of the removal, the Controller of Examinations shall be given an opportunity of being heard before the Chancellor.

12.10 The Controller of Examinations shall receive pay and other allowances as decided by the Board of Management from time to time.

12.11 The age of retirement of Controller of Examinations shall be sixty-five years, as per the State Government/UGC norms.

12.12 The Controller of Examinations may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office by giving at least three months prior notice.

12.13 DUTIES OF CONTROLLER OF EXAMINATIONS

The Following shall be the duties of the Controller of Examinations:

12.13.1 He shall conduct examinations for all the courses conducted by the University.

12.13.2 He shall be the Secretary of Examinations Committee.

12.13.3 He Shall carry out all the works assigned by the Examination Committee, Registrar and Vice-Chancellor.

12.13.4 He shall be responsible for printing of question papers, answer books etc.

12.13.5 He shall be responsible for tabulation and printing of Marks card for various examinations and keeping track of the marks card printed.

12.13.6 He shall be responsible for issuing transcript of marks card for the students after the student has deposited the requisite fee.

12.13.7 He shall be responsible for issuing the diploma/degree/other distinctions conferred by the university.

12.13.8 He shall be responsible for smooth conduct of examinations and deal with cases of unfair means.

12.13.9 He shall be responsible for the time table of examinations for all courses conducted by the university.

12.13.10 He shall be responsible for safe keeping of examination records.

STATUTE - 13

THE FINANCE COMMITTEE

12.1 The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

12.2 Constitution

The Finance Committee shall consist of the following:

- a) The Chancellor-Chairperson
- b) The Vice Chancellor
- c) The Registrar
- d) One person to be nominated by the sponsoring society
- e) One member of the governing body to be nominated by the Chancellor
- f) The Chief Finance and Account Officer (CFAO) -Member Secretary

12.3 Tenure

12.3.1 The tenure of the nominated members shall be three (3) years from the date of notification.

12.4 Meetings and Quorum

12.4.1 Three members (in addition to the Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.

12.4.2 The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

12.5 Powers and Functions

12.5.1 All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

- 12.5.2** The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- 12.5.3** The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- 12.5.4** To conduct the scrutiny of accounts of the University, whenever called upon by the Board of Management.
- 12.5.5** To review the current and the yearly Audit Reports and make recommendations there on.
- 12.5.6** To approve the Regulations for the policies and guidelines for purchase and procurements in the University.
- 12.5.7** In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- 12.5.8** Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

STATUTE - 14

EXAMINATION COMMITTEE

- 14.1** There shall be an Examination and result Committee for each faculty. This Committee shall consist of following
- a)** Dean of the Faculty concerned who shall be the Chairman of the Committee.
 - b)** Head of the schools- members
 - c)** Two seniors most teachers of the school- members
 - d)** Controller of Examination- Member Secretary
- 14.2** Subject to the provision of the Statutes, all Examiners and Moderators of examination shall be appointed by Vice-Chancellor in consultation with Examination Committee.
- 14.3** If during the course of an examination an examiner becomes, for any cause, incapable of acting as such, the Vice Chancellor shall appoint an examiner to fill the vacancy.
- 14.4** The Powers and Duties of the Examination Committee will be as prescribed as per the examination related ordinance of the university.

STATUTE -15

FACULTIES / SCHOOLS OF THE UNIVERSITY

The University shall consist of the following Faculty and Schools.

15.1 Faculty of Engineering & Technology.

- 15.1.1 School of Civil Engineering.**
- 15.1.2 School of Mechanical Engineering.**
- 15.1.3 School of Electrical Engineering.**
- 15.1.4 School of Electronics Engineering.**
- 15.1.5 School of Computer Science Engineering.**
- 15.1.6 School of Agricultural & Food Engineering.**

15.2 Faculty of Architecture, Planning and Design

- 15.2.1 School of Architecture.**
- 15.2.2 School of Planning.**
- 15.2.3 School of Design.**

15.3 Faculty of Basic & Applied Sciences

- 15.3.1 School of Sciences**
- 15.3.2 School of Computer Sciences & Applications.**
- 15.3.3 School of Agricultural Science.**

15.4 Faculty of Commerce & Management Studies

- 15.4.1 School of Commerce**
- 15.4.2 School of Management Studies.**
- 15.4.3 School of Hotel Management and Catering Technology.**

15.5 Faculty of Arts, Humanities & Social Science.

- 15.5.1 School of Arts, Humanities & Social Science.**
- 15.5.2 School of Journalism & Mass Communication.**
- 15.5.3 School of Library Science.**

15.6 Faculty of Education

- 15.6.1 School of Education.**
- 15.6.2 School of Physical Education.**

- 15.7 Faculty of Medical Health & Allied Sciences**
 - 15.7.1 School of AYUSH & Alternative Medicine.**
 - 15.7.2 School of Paramedical Science.**
 - 15.7.3 School of Allied Health Science.**
 - 15.7.4 School of Dental Sciences.**
 - 15.7.5 School of Veterinary Science and Animal Husbandry.**
 - 15.7.6 School of Naturopathy & Yogic Sciences.**
 - 15.7.7 School of Pharmacy.**
 - 15.7.8 School of Medical Sciences.**
- 15.8 Faculty of Law & Legal Studies**
 - 15.8.1 School of Legal Studies.**
- 15.9 Faculty of Nursing.**
 - 15.9.1 School of Nursing**
- 15.10 Faculty of Vocational Studies**
 - 15.10.1 School of Vocational Studies.**
- 15.11** Two or more courses of different schools may be grouped together to make one course under one school and / or a new school may be constituted according to the need as per UGC guidelines.
- 15.12** Some of the schools may offer some of the programs from different academic schools as per the need and approval of academic council given from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University
- 15.13** The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of Academic Council as per the provisions of respective regulatory bodies.

STATUTE - 16

DEAN OF THE FACULTY

- 16.1** The Dean shall be the Head of a Faculty of Studies.
- 16.2** The Dean shall be appointed by the Chancellor in order of seniority, from amongst the Professors of the various Departments of the Faculty
- 16.3** If at any time, there is no Professor in the department, the Chancellor may appoint the Dean in order of seniority from among the Associate Professors of the various departments of the faculty provided also that if there is no professor or Associate professor of the University Teaching Department, the Chancellor may approve the Dean of any other faculty to act as Dean of the concerned faculty.
- 16.4** The tenure of the Dean shall be for a period of three years or up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not serve more than six (6) years in continuation.
- 16.5** The Dean shall be the Head of the Faculty School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
- 16.6** The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
- 16.7** The Dean shall perform such other functions as may be prescribed by the Act, Statutes, Ordinances, Regulation.

STATUTE - 17

CONSTITUTION OF FACULTY

17.1 The faculty shall be the principal coordinating and administrative body among the departments constituting the faculty.

17.2 Each Faculty shall consist of the following members, namely:

- a) The Dean of the Faculty shall be the Chairperson.
- b) The nominee of the Vice-Chancellor
- c) All Heads of the departments constituting the faculty
- d) All the Chairman of Board of Studies for the Subjects assigned to the faculty
- e) Two experts co-opted by the faculty who possess special achievements in particular fields of study and are not teachers of the University for last three years.

17.3 The members of the faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise

17.4 Powers and Functions of the Faculty

17.4.1 The faculty shall consider and approve such administrative matters which are common among constituent departments of the Faculty of Studies.

17.4.2 The faculty shall have such powers and shall perform such duties as given in the Act, Statutes, Ordinances and Regulations.

17.4.3 The functions of the faculty shall be as follows:

- a) Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
- b) To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
- c) To coordinate work on subjects assigned to the faculty.
- d) To secure coordination in research, whenever applicable.
- e) The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council. The Dean may call a joint meeting of the Board of Studies assigned to Faculty, and Faculty to resolve matters of academic and administrative nature.

STATUTE – 18

BOARD OF STUDIES

18.1 The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body and shall consider all the academic matters of the Subjects and make the appropriate recommendations to the faculty for its considerations and approval. Further, it shall have control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations.

18.2 Constitution

18.2.1 The Dean of the Faculty shall be the Chairman of the board of studies and shall have the following as members, namely:

- a) All the Heads of the teaching schools that constitute the Faculty.
- b) All Professors and the Associate Professors assigned to the Faculty.
- c) One Professor from another Faculty as a nominee of the Vice - Chancellor.
- d) Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

18.2.2 The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

18.3 Meetings and Quorum

18.3.1 As a routine, the Board of Studies shall normally meet once a year on the dates fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.

18.3.2 The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation with the Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.

18.3.3 One third members of the Board of Studies shall form the quorum for a meeting.

18.4 Powers and Functions

Subject of the Act, the Statutes and the Ordinances, the Board Subject to the relevant provisions of the Act, the Statutes and the or Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include following:

18.4.1 To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluate research and the improvement in the academic standards.

18.4.2 To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.

18.4.3 To recommend to the Dean the combination and sub-division of the Departments or the Faculties, if required.

18.4.4 To consider and make recommendations to the Dean on matters of the general academic interest, either on its own initiative or best on directives received from the Planning and Development Board or the Board of Management.

18.4.5 To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects,

18.4.6 To take measures for Quality Education and Accreditation of the Departments of Studies.

18.4.7 The Board of Studies shall also be responsible:

- a) To prepare syllabus as for courses of study under their purview.
- b) To prepare a scheme of examinations.
- c) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses, and short-term training programmes referred to it.
- d) To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
- e) To prepare and submit the Annual Report on the functioning of Department/School to the Vice-Chancellor.
- f) To go through and consider any other academic matter may be referred to it for opinion,

18.4.8 The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and/or administrative nature.

STATUTE - 19

STUDENTS COUNCIL

- 19.1** The Students Council shall mainly function as a forum for the students. This for mainly gives the feedback and suggestions on academic matters, environment and activities to be carried out by the University in order to improve students employability, to the Dean of the Students.
- 19.2** Under the control of the Dean of Students Welfare, the Council may organize extension lectures by the renowned personalities and also extra-curricular activities in the University.
- 19.3** The University shall define such other functions for the Student Council in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE - 20

DEAN OF STUDENTS WELFARE

- 20.1** The Dean of Students Welfare (DSW) shall be appointed from amongst the Professors of the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
- 20.2** The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice Chancellor.
- 20.3** Governing Body may, on a report from the Vice Chancellor, terminate the nomination of the Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students Welfare will not serve any useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving a reasonable opportunity of being heard.
- 20.4** The Dean of Students Welfare shall be the Head of the Information Centre and the Placement Office in the University.
- 20.5** The Dean of Students Welfare shall, if the Governing Body, Board of Management or Academic Council so desires and invite, be present at any meeting of the authority concerned when matters relating to Students Welfare for deliberations therein.
- 20.6** Subject to the control of the Vice Chancellor, the Dean of Students Welfare shall -
- a) Make arrangements to ensure suitable accommodation facilities for students and provide guidance Communicate with the guardians of the students regarding the welfare of the students;
 - b) Co-ordinate travel facilities for students;
 - c) Guide and also assist the students in obtaining scholarship, intern-ships, etc.
 - d) Perform such other duties as may be assigned to him and be of concern to students from time to time by the Registrar with the approval of the Vice Chancellor.

STATUTE - 21

APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY

- 21.1** The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.
- 21.2 Eligibility for Appointment**
- 21.2.1** A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- 21.2.2** Wide publicity will be given for the vacancies to be filled through the portal of the University,
- 21.3 Constitution the Selection Committee**
- 21.3.1** Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- 21.4** The Selection Committee will constitute:
- a) The Vice-Chancellor - Chairman
 - b) One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. Private University Regulatory Commission.
- 21.4.1** The Dean of Faculty concerned, wherever applicable.
- c) Head/Chairperson/School of the department/School concern.
 - d) one experts in the subject concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concern.
 - e) An academician not below the rank of Professor to be nominated by Chancellor, wherever applicable.
 - f) Four members, including one outside subject experts, shall constitute quorum.

21.5 Screening Committee

21.5.1 A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of eligible candidates to be called for an interview taking into account the Academic Performance as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the eligible candidates up to certain cut off for interview in case of excessive number of applications from eligible candidates.

21.6 Recommendations of Selection Committee

21.6.1 The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments, the appointment letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification,

21.7 Fixed period / Part-time / Contractual Faculty

21.7.1 In addition to full-time Teachers the Board of Management / the Vice-Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

21.8 Eminent/Adjunct / Visiting Professors

21.8.1 The Vice-Chancellor on the recommendations of the Head of the Department/School and the Dean of the Faculty may invite Eminent/Adjunct /Visiting Professors, in consultation with the Chancellor. All such an appointment shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed three years.

21.8.2 For the appointment in these categories, mentioned in (a) above the Vice-Chancellor may on his own consider and recommend the appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criteria, provided the Board of Management and the Chancellor approve such appointments.

21.9 Resignation

21.9.1 Any resignation rendered by any employee shall be processed as per the Regulations of UGC and as prescribed in other related statutory bodies (Three Months/ One Month Prior Notice as decided by committee) for the purpose.

21.10 Disciplinary Action against Teachers

21.10.1 Whenever, there is a complaint of misconduct against the faculty member, the Vice Chancellor shall constitute a fact-finding committee and, if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

21.10.2 Based upon the Enquiry Committee's report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the services of Board of Management for approval. The decision so taken shall be final.

21.10.3 An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.

21.11 All the employees of the University shall be governed by the service rules and the code of conduct and ethics as recommended by Board of Management and approved by Governing body of the university.

21.12 Each Teacher who joins the University Service also has to sign a Code of Conduct and Ethics specified in the UGC regulations for the Code of Conduct and ethics for the University Teachers.

21.13 Notwithstanding anything contained in the Statutes, the Board of Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fits and, on the person, agreeing to do so appoint him to the post:

21.13.1 Provided that the Board of Management may also create supernumerary posts for a specified period for appointment of such persons.

21.13.2 Provided further that the number of supernumerary posts so created should not exceed five percent of the total posts in the University.

21.13.3 The Board of Management may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances.

21.13.4 The Board of Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit.

21.13.5 All hiring and staffing decisions will be made with the approval of the Chancellor.

STATUTE - 22

CATEGORIES, APPOINTMENT AND SERVICE CONDITIONS OF THE NON-TEACHING EMPLOYEES

- 22.1** Following types of non-teaching employees will be employed by the University
- a) Permanent / Probationary Employees
 - b) Contractual Employees
 - c) Casual Employees
- 22.2** Permanent employee shall be appointed against a clear vacancy by a committee as prescribed in the Regulation and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory after a working period of eleven (11) months or less.
- 22.3** Contractual employee is an employee who is appointed on contract basis for a specified period.
- 22.4** Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- 22.5** The service conditions for all the above types of employees shall be as prescribed in the Statutes and Regulations.
- 22.6** The selection committee for non-teaching employees will be prescribed by the Statues.
- 22.7** The procedure for appointment of non-teaching employees will be prescribed by the Statues.
- 22.8** Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact-finding committee and if necessary, based on the fact-finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- 22.9** Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of terminating of the services, the Registrar shall report the matter to and seek consent of the Vice-Chancellor whose decision will be final.
- 22.10** An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such an order.

- 22.11** Each of the Selection Committee for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members:
- a) The Registrar - Chairman
 - b) Vice-Chancellor Nominee
 - c) Any other members if Vice Chancellor deems necessary to be.
- 22.12** For the posts such as Deputy Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- 22.13** The quorum for a meeting of a selection committee constituted shall be three.
- 22.14** The procedures to be followed by the selection committees constituted under this statute, in making recommendations, shall be laid down in the Regulations.
- 22.15** The suitability of the persons for appointments shall be assessed by the scrutiny committee & the Experts in Selection Committee, if any.
- 22.16** The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
- 22.17** Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, on a regular basis, or taken on deputation.
- 22.18** Subject to satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.
- 22.19** If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.
- 22.20** The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.
- 22.21** A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

STATUTE - 23

OTHER OFFICERS OF THE UNIVERSITY

23.1 Following shall be the other Officers of the University:

- a) The Deputy and the Assistant Registrars
- b) The Librarian, the Associate Librarians and the Assistant Librarians
- c) The Director and the Assistant Director of Physical Education
- d) The Director Corporate Relations
- e) Chief Proctor
- f) Proctor
- g) Director International Affairs
- h) Section Officers
- i) Warden

23.2 Officers as stated above from (1)(b) to (1)(f) shall be appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University,

23.3 The appointment of officers mentioned at (1)(c) and (1)(d) above shall be made following the procedure as laid down in the Statute for the appointment of Teachers and that of others mentioned at 1(b), 1(e) and 1(f) shall be made according to the procedure laid down for non-teaching staff. The appointment of officers mentioned in (g), (h), (i) shall be made according to the procedure laid down in the Regulation. The salary, allowances, leaves and other service conditions shall be as prescribed by the concerned Statutes or Regulations.

23.4 The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE - 24

CONVOCATION AND CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- 24.1** Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually on the main campus of the University or such other place as may be approved by the Governing Body
- 24.2** A special Convocation may also be held at such time as may be found necessary and convenient. The actual date of the Convocation in each case shall be fixed by the Vice Chancellor with the approval of the Chancellor.
- 24.3** Not less than two weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of Special Convocation or in any other case where such a course is considered expedient by the Chancellor.
- 24.4** The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of the respective programs.
- 24.5** The University shall create the provisions and rules for the award of medals to the students for each year at the time of the Convocation.
- 24.6** The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans of the Schools.
- 24.7** The student eligible to receive the degree in person must apply to the Registrar, seven working days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the Convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to four days before the date of Convocation, if such applications are accompanied by a late fee as fixed by the University.

- 24.8** Such students who are unable to present themselves in person at the convocation, may apply to receive their degrees in absentia in the prescribed form, after the date of convocation along with a fee as prescribed by the University.
- 24.9** Every degree shall bear the signature of the Vice-Chancellor, Registrar, and Controller of Examinations. The date on the degrees, whether to be awarded at the Convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- 24.10** Dignitaries such as the Chief Guest, the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans/Principals of the Schools shall wear such academic costumes as is approved by the Governing Body.
- 24.11** All students at the Convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the Convocation, who is not in the proper academic costume. The decision of the Board of Management in this regard shall be final.
- 24.12** Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the Convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- 24.13** The Academic Procession shall comprise the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, Deans/Principals of the Schools, and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards the dais in following order:
- a) **Controller of Examination.**
 - b) **The Registrar**
 - c) **The members of Academic Council**
 - d) **The members of Governing Body**

- e) **The member of Board of Management**
 - f) **Deans of Faculty**
 - g) **The Pro Vice-Chancellor**
 - h) **The Vice-Chancellor**
 - i) **The Pro-Chancellor/s**
 - j) **The Chancellor**
 - k) **Other nominated Guest(s), if any**
 - l) **The Visitor**
- 24.14** All of the above, except Academic Council shall take their seats on the dais in places reserved for them.
- 24.15** The students present at the Convocation shall take their seats at the places reserved for them before the procession enters the Convocation Hall. As the procession enters the Convocation Hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- 24.16** Lamp may be lighted, to invoke the blessings of "any supreme power".
- 24.17** The Registrar shall take the sanction of the Visitor and/or the Chancellor and in his absence the Pro Chancellor/Vice Chancellor/Pro Vice-Chancellor to start the proceedings by saying "The convocation of **Aryavart University, Sehore M.P.** has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chancellor or the Pro Chancellor/Vice Chancellor shall then pronounce." I permit the Convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor /Vice-Chancellor/Pro Vice Chancellor, declare the Convocation opens".
- 24.18** The Vice-Chancellor will then present the annual report of the University.
- 24.19** The Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of Aryavart University, I request Hon'ble Visitor/Chancellor, that you may be pleased to graciously confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his outstanding services."

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on ____ the Degree of _____ (honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree will then present his address, if any.

24.20 Chancellor or in his absence the Pro/Vice- Chancellor shall then say: "Let the students be presented".

24.21 The following shall be the order of the presentation of degrees:

- a) **Aryavart Sarvashreshtha Chhatra Swarn Padak (Gold Medal to the Best Student), If any;**
- b) **Aryavart Bahumukhi Utkrishta Chhatra Puraskar (Shield for All Around Excellence), If any;**
- c) **Chancellor Gold Medal, If any;**
- d) **Vice-Chancellor Gold & Silver Medals, by School;**
- e) **Post-Doctoral Degrees, If any;**
- f) **Ph. D. Degrees, If any;**
- g) **Post Graduate Degrees, If any;**
- h) **Undergraduate Degrees, If any;**
- i) **Diploma/Certificates, If any;**

24.22 The Deans/Principals of their respective Schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans/Principals of the Schools and the Vice-Chancellor shall be:

"Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of _____ to which I pray he/they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of Aryavart University, I admit you to the degree of _____ in this University and charge you to prove worthy of the honour conferred on you.

The student shall acknowledge it with a bow. The recipients of the degrees shall remain standing while the Dean/Principal and the Vice-Chancellor admit the students to the degrees.

- 24.23** After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the Convocation and also in absentia.
- 24.24** The Visitor or the Chancellor or the Pro-Chancellor/s, or in their absence, the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Pro/Vice-Chancellor, as the case may be.
- 24.25** The Chancellor or the Pro-Chancellor/s and in his absence, the Pro/Vice-Chancellor, will then introduce the chief Guest and request him to address the Convocation.
- 24.26** The Chief Guest will then deliver the Convocation address.
- 24.27** The Registrar with the permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro/Vice-Chancellor will then declare the Convocation closed.
- 24.28** National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- 24.29** The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- 24.30** Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual Convocation or Convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the Convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed fee by the University.

- 24.31** A Special Convocation may be held for the purpose of conferring a Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.
- 24.32** University may confer Honorary Degree of Ph.D., D.Sc., LL.D. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
- 24.33** Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department/Constituent Institutions/Dean/Principal will forward it to the Vice Chancellor.
- 24.34** On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Academic Council and Board of Management to consider the proposal.
- 24.35** If, at a later stage, it is found that the honorary degree has been conferred of the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by a two-third majority of the members of the Governing Body and the same as approved by the Chancellor.
- 24.36** The Vice-Chancellor shall ascertain from the proposal that it the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- 24.37** Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- 24.38** No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- 24.39** On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support, the proposal shall be declared to be dropped.

STATUTE - 25
ADMINISTRATION OF ENDOWMENT/CORPUS FUNDS FOR
THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS
AND PRIZES IN THE UNIVERSITY

- 25.1** The Board of Management may accept donations for creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- 25.2** The Board of Management shall administer all the donations / endowments received.
- 25.3** The award shall be made out of the annual income accruing from the endowment.
- 25.4** Organization or individuals intending to sponsor a fellowship, Scholarship /stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
- 25.5** The Board of Management shall prescribe the conditions for depositing the endowment funds in secured instruments.
- 25.6** The value of the endowment necessary for instituting an award shall be prescribed by the Board of Management.
- 25.7** The detailed terms and conditions for fellowships, scholarships, awards and prizes shall be laid down in the MoU for each case.
- 25.8** In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
- 25.9** Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- 25.10** Approval for carrying out literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE - 26

ANNUAL REPORT

- 26.1** The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- 26.2** The Annual Report shall consist of two (2) parts
- 26.1.1** Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and
- 26.1.2** The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
- 26.3** The Report along with Audited Accounts shall be placed for approval by the Governing body once approved by the Board of Management.
- 26.4** A copy of the Annual Report shall be presented to the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
- 26.5** The Annual Report is a public document and will be available on the website of the University, after the presentation to the Visitor.
- 26.6** The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
- 26.7** The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.

STATUTE -27

APPOINTMENT OF EXAMINERS

27.1 In this Statute: -

27.1.1 'Internal Examiner' means

- a) In case of a theory paper an examiner includes a paper setter who is a teacher in a University Teaching Department, School of Studies, or maintained by or affiliated to the University.
- b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

27.1.2 'External Examiner' means an examiner other than an internal examiner.

27.1.3 'Co-Examiner' means an examiner in a written paper other than the paper-setter.

27.2 The office of the Controller Examination shall prepare, for every subject, an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of studies concerned.

27.3 The list shall contain as far as possible information relating to the persons included there in on the following points :

- a) The academic qualifications and teaching experience at degree and post graduate levels.
- b) The field of specialization.
- c) The examinations of the University and years in which they have acted as examiners in the past.

27.4 The Examination Controller office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of each practical/viva voce examination together with the estimated number of candidates there at.

- 27.5** The Examination Committee shall in the light of the provision of the following paragraphs, recommend: -
- a) A panel of three names for the appointment of the paper setter of each written paper,
 - b) A list of names of persons for appointment as co-examiners, where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
 - c) A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination in different departments.
- 27.6** The Vice Chancellor shall appoint paper setters, co-examiners and practical/viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and that his appointment will not be contrary to the provisions of statutes/ regulations or norms of the related regulatory bodies.
- 27.7** The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester,
- 27.8** Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- 27.9** The qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University shall be prescribed in the Ordinance.
- 27.10** Moderators when felt necessary will be appointed by the Vice-Chancellor.
- 27.11** The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- 27.12** A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same,
- 27.13** Conditions of Appointment as Examiner
- a) No person shall act as paper setter or examiner either in the theory or viva voce or practical examination if any of his relatives are appearing in the concerned examination.
 - b) No person shall act as a moderator or tabulator for any examination if any of his relatives are appeared at that examination.

STATUTE - 28

THE PROCTORIAL BOARD

- 28.1** There shall be a Proctorial Board to maintain the discipline amongst the student of the University it shall consists of the following members: -
- | | | |
|--|---|-------------|
| A Professor nominated by the Vice-chancellor | - | Chairperson |
| Dean of Students Welfare | - | Convener |
| The Chief Proctor | - | Member |
| All Proctors | - | Member |
| All Wardens of the Hostels, and | - | Member |
- One student was nominated by the Vice-chancellor from the Students Council.
- 28.2** Chief Proctor is assisted by additional proctors, and all Deans/Principals/HODs will be the default members of the Proctorial Board and will have a deciding role if student involved are of their departments.
- 28.3** The Proctorial board will have at least one lady member other than HODs and will be the Chairman of the committee for enquiry against sexual harassment, disrespectful behaviour, or any misbehaviour with a girl student.
- 28.4** The Chairman, Chief Proctor and proctors shall be appointed by the Vice-Chancellor amongst the teachers of the University The number of proctors shall be determined by the Vice-chancellor depending upon the enrollment of the student in the University. The tenure of the Proctorial Board shall be three years.
- 28.5** Aryavart University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Aryavart University Proctorial Board is fully responsible for ensuring that rules and regulation framed by Institute are being followed by the students.
- 28.5.1** To maintain discipline in the Institute; ensure Institute rules are understood and followed.
- 28.5.2** To keep an eye on the general moral behaviour of the students.
- 28.5.3** To prevent the student from indulging in any political activities at Institute premises.

28.5.4 Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, ragging, manhandling etc. are dealt strictly by the Proctorial Board.

28.5.5 The University Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately, depending upon the nature and need of the enquiry.

28.5.6 The Proctorial Board shall prepare a code of conduct to be followed by the students and shall place it before the Board of Management for its approval.

28.5.7 Any violation of the code of conduct or breach of any rule of regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.

28.6 NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY:

28.6.1 A student can lodge complaint in the office of any of the authorities at **Aryavart University** including Vic-Chancellor/Registrar/Dean/Director/Chief Proctor/ HOD/ Chief Warden etc.

28.6.2 After receipt of a complaint, it is scrutinized by the Principal/Director/HOD and Principal is empowered to take necessary action against the accused as per "University Rules and Regulations for Students", with at least three other members of the Proctorial Board.

28.6.3 If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of the Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in-depth investigation.

28.6.4 Proctorial enquiry is an internal enquiry of Aryavart University and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

28.7 THE PROCTORIAL BOARD WILL FOLLOW FOLLOWING PROCEDURE TO INITIATE ENQUIRY IF THE COMPLAINT IS ASCERTAIN:

28.7.1 The complainant is called for a hearing and his statement is recorded.

28.7.2 The accused person(s) is called for recording his/her statement.

28.7.3 Witnesses mentioned by both parties are listed and they are called to recording their.

28.7.4 Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.

28.7.5 A cross-examination of the accused and the complainant is conducted.

28.7.6 If any material evidence, like audio/video tapes/paper/mobile clippings documents etc is available, the same is examined. The authenticity is established from the submitted documents.

28.7.7 Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defence and punishment is decided.

28.7.8 The defence given by the accused persons in the show cause notice is studied and examined.

28.7.9 A report is prepared as per the "University Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.

28.7.10 Final report and recommendations are submitted to Dean/ Director for approval & final decisions.

28.7.11 Consequently, the award of punishment is conveyed to the student, duly signed by the Chief Proctor/Director and Dean Student Welfare (DSW).

28.7.12 The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

28.8 The power and duties of Chief Proctor

28.8.1 The Chief Proctor shall get a Proctorial form filled by students and keep it for therecord in his/her office.

28.8.2 He/she will issue an identity card to each student with his/her seal and signature.

28.8.3 He/she shall be authorized by the University to issue rail and air travel concession orders the bonafide students of the University.

28.8.4 He/she will place all the matters brought to his/her attention before the Proctorial Board on being approved by the Vice-Chancellor.

STATUTE - 29

CREATION OF NEW AUTHORITIES

- 29.1** This Statute provides for the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and Academic Council.
- 29.2** The constitution, composition, powers and functions of the new authorities so created may, as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- 29.3** The procedure of constitution, tenure, quorum for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, is provided in the concerned Statutes.
- 29.4** The powers and functions of such authorities are as prescribed in the concerned Statute.

STATUTE – 30

COMMITTEES/BOARDS OF THE UNIVERSITY

- 30.1** Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- 30.2** Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- 30.3** Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case may think fit.
- 30.4** Anti-ragging committee will be formed as per the UGC guidelines.
- 30.5** Woman's Grievances Cell shall be formed as per the UGC guidelines.
- 30.6** SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
- 30.7** The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of reference as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities or the Statutes.

STATUTE - 31

DEPARTMENTAL COUNCIL - COMPOSITION, FUNCTIONS AND ACTIONS

- 31.1** Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.
- 31.2** Composition: The Departmental Council shall comprise all Professors, Associate Professors and Assistant Professors of the Department.
- 31.3 Meetings**
- 31.3.1** The Head of the Department shall preside over the meetings of the Departmental Council and in his absence, the senior most Professor/Associate Professor of the Department shall preside over the meetings.
- 31.3.2** The Departmental Council shall meet at least twice a year and one-third of the total members of the council shall constitute the quorum.
- 31.4 Duties and Functions**
- 31.4.1** The Departmental Council without prejudice to the powers conferred on other authorities shall consider matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:
- 31.4.2** Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
- a) The Head of the Department - Chairperson
 - b) Two seniors most teachers of the Department
 - c) One nominee of the Dean of the Faculty
- 31.4.3** The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- 31.4.4** Departmental Council shall recommend to the Board of Studies the courses and curriculum for its consideration.

- 31.4.5 Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- 31.4.6 Shall recommend the purchase of books and journals for the Central and Departmental Library.
- 31.4.7 Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- 31.4.8 Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- 31.4.9 The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NEP 2020/ NBA / NAAC guidelines:
- a) Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 - b) Defining the Departmental Program Outcomes (POS) and their monitoring and redefining at regular intervals.
 - c) Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees
 - d) Arranging Students counseling regularly and allotment of Faculty counsellor.
 - e) Arranging departmental level Invocation and Induction Courses for Students.
 - f) Arranging departmental level Induction Programs for New Faculty and Employees,
 - g) Arranging yearly academic and administrative reports.
- 31.4.10 Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech / B.E. / and M.Sc. / M.A.
- 31.4.11 Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations.

- 31.4.12** Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- 31.4.13** Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
- 31.4.14** Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department implementing the decisions on all policy matters as provided above.
- 31.5** The decision of the Council will be by majority. In case of a tie, the presiding officer shall have the casting vote.
- 31.6** Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons and the decision of the Vice-Chancellor shall be final.

STATUTE - 32

THE PLANNING AND DEVELOPMENT BOARD

- 32.1** The Planning and Development Board shall consist of the Vice Chancellor and not more than four members to be nominated by the Board of Management. The Vice Chancellor shall be the Chairperson of the Board.
- 32.2** All the members of the Planning Board, other than the Vice Chancellor, shall hold office for a term of three years.
- 32.3** The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University
- 32.4** The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- 32.5** The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice a year
- 32.6** The recommendations of the Planning and Development board shall be presented to the Academic Council for necessary action.

STATUTE - 33

RECOGNITION COMMITTEE - CONSTITUTION AND FUNCTIONS

- 33.1** The University shall constitute a Recognition Committee consisting of the following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.
- 33.2 Constitution**
- a) The Vice-Chancellor - Chairperson
 - b) All the Deans of the Faculties
 - c) All the Head of Departments
 - d) Two Professors of the Faculty of the University
- 33.3 Functions: -**
- 33.3.1** Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities that are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National importance such as the IITs, IIMs, NITS, IISC Bangalore etc.
- 33.3.2** In no case, any degree of any other University which does not satisfy the above criterion shall be recognized including that of blacklisted Universities, by the UGC.
- 33.3.3** If any of the Universities does fall into one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.
- 33.4** In the context of Foreign Universities, if not covered above, the guidelines issued by the UGC/ Government of India shall be followed.

STATUTE - 34
CREATION OF CENTERS, CELLS AND COMMITTEES FOR
QUALITY EDUCATION AND ACCREDITATION PROCESSES

34.1 For the purposes of imparting Quality Education and Accreditation, the University shall create the following Boards, Cells, Centres, Committees as per UGC/NAAC/NBA/MPPURC Guidelines:

- a) Training, Placement and Industrial Interaction Cell
- b) Collaborations and MoUs Development Cell
- c) Research and Innovations Development and Promotional Centre.
- d) Information Technology and knowledge Management Centre
- e) Values and Ethics Development Cell
- f) NSS and Community Services Centre
- g) Internal Quality Assurance Cell (IQAC),
- h) Environmental Consciousness and Green Audit Committee
- i) University Academic and Administrative Yearly Audit Committee
- j) University Academic Calendar Preparation and Monitoring Cell.
- k) Publication Centre for Journal, Web, and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- l) Equal Opportunity Cell
- m) Gender Sensitization Cell
- n) Health Centre
- o) Daycare Centre
- p) Women and Students Grievances Committee
- q) Anti-Ragging Committee
- r) Staff Welfare Committee
- s) Entrepreneur Development Cell

STATUTE - 35

CREATION OF CHAIRS

35.1 Establishment of the Professorial / Research Chairs for Creating Focused Seats /Institutions of Higher Learning.

35.1.1 A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.

35.1.2 The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.

35.1.3 The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.

35.2 In furtherance of the objective of the establishment of a Chair, the University -

35.2.1 Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the MoU approved while establishing the Chair.

35.2.2 Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.

35.2.3 May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.

35.2.4 May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.

35.2.5 May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.

- 35.2.6** May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- 35.2.7** The establishment of the Chair shall require one-time donation as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / her discretion.
- 35.2.8** The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 36

TRIBUNAL ARBITRATION

- 36.1** Any dispute arising out of a contract of employment and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- 36.2** Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly,
- 36.3** The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- 36.4** The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 37

UNIVERSITY FUND

- 37.1 The University Fund shall be kept in many accounts as may be approved by the Board of Management.
- 37.2 The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
- 37.3 All necessary expenditure will be permitted by Chancellor and Pro Chancellor subject to provisions of the Act and the Statutes.
- 37.4 There shall be detailed running audit, or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- 37.5 The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.6 The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.7 After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
- 37.8 Financial Estimates : The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

उच्च न्यायालय, मध्यप्रदेश, जबलपुर

No. B-6883

Jabalpur, the 21st September 2023

In exercise of the powers conferred by section 82 of the Arbitration & Conciliation Act, 1996 (26 of 1996), the High Court of Madhya Pradesh, hereby, makes the following amendments in the Madhya Pradesh Arbitration Rules, 1997, namely :-

AMENDMENTS

1. In Rule 4 -

- (i) In sub-rule (3), between the words “person” and “proved” the words “and as per the prescribed format annexed herewith as Format No.05” shall be inserted
- (ii) In sub-rule (4), between the words “shall be” and “in the terms” the words “as per the prescribed format annexed herewith as Format No.05” shall be inserted.

2. After Format No.04, the following Format shall be inserted, namely ;

FORMAT No.5
[Rule 4(3) and 4(4)]

IN THE HIGH COURT OF MADHYA PRADESH
PRINCIPAL SEAT AT JABALPUR/BENCH AT INDORE/BENCH AT
GWALIOR

Arbitration Case No. Of

Applicant(s)	The name [Company/Institution/Firm/Person(s)], Age Father/Husband's Name Occupation Complete address E-mail address If any; of each Applicant
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Vs

Non-Applicant(s) The name [Company/Institution/Firm/Person(s)]
 , Age
 Father/Husband's Name
 Occupation
 Complete address

 E-mail address If any;
 of each Non-Applicant

[An application under Section 36/47/56 (as the case may be) of
 the Arbitration and Conciliation Act, 1996]

The Applicant(s) beg to submit for execution of Foreign Award dated
passed in(mention case no.) by
 on the following grounds :

1. Foreign Award dated
2. There is an International Commercial Arbitration agreement dated..... between the Applicant and Non-Applicant.
3. The Applicant/Non-Applicant (as the case may be) is an individual who is a national of(name of the country) or habitually resident of (name of the country) or a body corporate which is incorporated in (name of the country) or an association or a body of individuals whose central management and control is exercised in (name of the country) or is the Government of(name of the country).
4. Whether original/certified copy of the International Commercial Arbitration agreement is filed - if not, reasons therefor.

5. Whether the original Award or a copy thereof, duly authenticated in the manner required by the law of (name of the country) in which it was made is filed – if not. Reasons therefor (as required under section 47 and section 56 of the Arbitration and Conciliation Act, 1996)

6. Whether the award has become final – Yes/No

7. If the International Commercial Arbitration agreement dated or Foreign Award dated is in a foreign language, whether a translation into English certified as correct by a diplomatic or consular agent of the country to which that party belongs or certified as correct in such other manner as may be sufficient according to the law in force in India is filed - if not, reasons therefor

8. Details and mode of execution prayed for :

1	Original Case No.	
2	Names of parties. A.B. — Plaintiff. C.D. — Defendant.	
3	Date of Award.	
4	Whether any appeal preferred from the Award.	
5	Payment or adjustment made, if any.	
6	Previous application, if any, with date and result.	
7	Amount with interest due upon the Award or other relief granted thereby together with particulars of any cross Award.	
8	Amount of costs, if any, awarded.	
9	Against whom to be executed.	
10	Mode in which the assistance of the Court is required.	

As awarded in the Award Subsequently incurred	Rs.	P	Total	<p><i>[When attachment and sale of movable property is sought.]</i></p> <p>I Pray that the total amount of Rs.[together with interest on the principal sum up to date of payment] and the costs of taking out this execution, be realized by attachment and sale of Non-Applicant's movable property as per annexed list and paid to me.</p>
				<p><i>[When attachment and sale of immovable property is sought.]</i></p> <p>I Pray that the total amount of Rs.[together with interest on the principal sum up to date of payment] and the cost of taking out this execution, be realized by the attachment and sale of Non-Applicant's immovable property specified at the foot of this application and paid to me.</p>

I declare that what is stated herein is true to the best of my knowledge and belief.

Signed

Applicant

Dated the day of

[When attachment and sale of immovable property is sought.]

Description and Specification of Property

I declare that what is stated in the above description is true to the best of my knowledge and belief, and so far as I have been able to ascertain the interest of the defendant in the property therein specified.

Signed

Applicant

Dated the day of

RAMKUMAR CHOUBEY, Registrar General.

श्रम विभाग

मंत्रालय, वल्लभ भवन, भोपाल

मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार कल्याण मण्डल, भोपाल

भोपाल, दिनांक 18 सितम्बर 2023

अधिसूचना क्रमांक/भ.स.क.क.म./2023/4933. भवन और अन्य संनिर्माण कर्मकार (नियोजन तथा सेवाशर्तों का विनियमन) अधिनियम 1996 की धारा 22 की उपधारा (1) की कंडिका (एच) सहपठित मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार (नियोजन तथा सेवाशर्तों का विनियमन) नियम, 2002 के नियम 277, 278 एवं 279 में प्रदत्त शक्तियों का प्रयोग करते हुये मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार कल्याण मंडल राज्य शासन के अनुमोदन पश्चात "म.प्र. भवन संनिर्माण कर्मकार सीखो कमाओ योजना" अधिसूचित करता है:-

1. संक्षिप्त नाम, विस्तार, परिधि और लागू होना

- यह योजना "म.प्र. भवन संनिर्माण कर्मकार सीखो कमाओ योजना" कहलाएगी।
- यह योजना सम्पूर्ण मध्यप्रदेश राज्य में लागू होगी।
- यह योजना तकनीकी शिक्षा, कौशल विकास एवं रोजगार विभाग की 'मुख्यमंत्री सीखो कमाओ योजना' के लागू होने के दिनांक से लागू होगी।
- यह योजना उन भवन एवं अन्य संनिर्माण कर्मकारों पर प्रभावशील होगी, जो अधिनियम की धारा 12 सहपठित नियम 272 के अंतर्गत हिताधिकारी परिचय पत्र धारी निर्माण श्रमिक हैं।

2. परिभाषाएं

- "अधिनियम" - का आशय "भवन और अन्य संनिर्माण कर्मकार (नियोजन तथा सेवाशर्तों का विनियमन) अधिनियम 1996" से है।
- "नियम" - का आशय "मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार (नियोजन तथा सेवाशर्तों का विनियमन) नियम, 2002" से है।
- "बोर्ड या मंडल" - का आशय अधिनियम की धारा 18 की उपधारा (1) के अधीन गठित "मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार कल्याण मंडल" से है।
- "सचिव" - का आशय अधिनियम की धारा 19 के अधीन नियुक्त "मंडल के सचिव" से है।
- "पंजीकृत निर्माण श्रमिक" - का आशय अधिनियम की धारा 12, सहपठित नियम 272 के अंतर्गत मंडल के पोर्टल पर पंजीकृत वैध कार्डधारी निर्माण श्रमिक से है।
- "योजना" - से आशय मध्यप्रदेश शासन की 'मुख्यमंत्री सीखो कमाओ योजना' के अनुरूप संचालित "म.प्र. भवन संनिर्माण कर्मकार सीखो कमाओ योजना" से है।
- "पोर्टल" - से आशय तकनीकी शिक्षा, कौशल विकास एवं रोजगार विभाग के पोर्टल <https://mmsky.mp.gov.in> से है।
- "छात्र-प्रशिक्षणार्थी" - से आशय मुख्यमंत्री सीखो कमाओ योजना में पोर्टल पर पंजीकृत ऐसे छात्र एवं छात्रा प्रशिक्षणार्थी से है जोकि पंजीकृत निर्माण श्रमिक की संतान है अथवा स्वयं पंजीकृत निर्माण श्रमिक है।
- "प्रतिष्ठान" - से आशय मुख्यमंत्री सीखो कमाओ योजना में पोर्टल पर पंजीकृत औद्योगिक एवं व्यावसायिक प्रतिष्ठान से है।

- j. इस योजना में परिभाषित नहीं किए गए शब्दों का निर्वचन उन शब्दों या पदों के संबंध में जिन्हें अधिनियम या नियम में परिभाषित किया गया है वही अर्थ होगा, जो अधिनियम या नियम में परिभाषित हैं।
3. **उद्देश्य-** इस योजना का उद्देश्य मण्डल में पंजीकृत निर्माण श्रमिकों तथा उनकी संतानों को उद्योग-उन्मुख प्रशिक्षण प्रदाय करना है। इस योजना के माध्यम से व्यापक स्तर पर औपचारिक शिक्षा प्राप्त युवाओं को पोर्टल पर पंजीकृत प्रतिष्ठानों में छात्र-प्रशिक्षणार्थी के रूप में On-the-Job-Training (OJT) की सुविधा दी जायेगी। इस हेतु मुख्यमंत्री सीखो कमाओ योजना के ऐसे छात्र-प्रशिक्षणार्थी जोकि मंडल के पंजीकृत निर्माण श्रमिक हैं अथवा उनकी संतान हैं, के लिये मध्यप्रदेश शासन द्वारा व्यय की जाने वाली स्टाईपेंड राशि की प्रतिपूर्ति मंडल द्वारा मध्यप्रदेश शासन को की जायेगी।
4. **योजना में लाभ प्राप्त करने हेतु पात्रता -**
- योजनांतर्गत केवल ऐसे वैध परिचय पत्रधारी पंजीकृत भवन संनिर्माण श्रमिक तथा उनकी संतानें ही लाभ हेतु पात्र होगी, जिनका पंजीयन कम से कम 01 वर्ष पुराना हो।
 - पात्रता की शेष शर्तें मुख्यमंत्री सीखो कमाओ योजना के अनुसार होगी, जिनमें से मुख्य शर्तें निम्नानुसार हैं:-
 - छात्र-प्रशिक्षणार्थी की न्यूनतम शैक्षणिक योग्यता 12वीं अथवा आई.टी.आई. उत्तीर्ण है।
 - छात्र-प्रशिक्षणार्थी की आयु सीमा 18 से 29 वर्ष है एवं आयु की गणना 01 जुलाई 2023 से की जायेगी।
 - छात्र-प्रशिक्षणार्थी का मध्यप्रदेश का स्थानीय निवासी होना अनिवार्य है।
 - छात्र-प्रशिक्षणार्थी अप्रेन्टिसशिप ट्रेनिंग (NAPS) के साथ-साथ इस योजना का लाभ लेने हेतु पात्र नहीं होंगे।
 - छात्र-प्रशिक्षणार्थी की सदस्य समग्र आई.डी. का आधार ई-केवाईसी होना चाहिए एवं बैंक खाता आधार लिंक एवं डीबीटी सक्रिय होना चाहिए।
 - मुख्यमंत्री सीखो कमाओ योजना के संबंध में विस्तृत जानकारी <https://mmsky.mp.gov.in> से प्राप्त की जा सकती है।
5. **प्रशिक्षण अवधि -** प्रशिक्षण की अवधि सामान्यतः 01 वर्ष होगी। कुछ कोर्स की प्रशिक्षण अवधि 06 एवं 09 माह भी होगी।
6. **हितलाभ राशि -** योजनांतर्गत छात्र-प्रशिक्षणार्थी को कुल 08 हजार रुपये से 10 हजार रुपये तक का स्टाईपेंड प्रशिक्षण के दौरान प्रदाय किया जायेगा। स्टाईपेंड राशि में से न्यूनतम 25 प्रतिशत राशि का भुगतान प्रतिष्ठान द्वारा किया जायेगा। शेष 75 प्रतिशत राशि का भुगतान मध्यप्रदेश शासन द्वारा छात्र-प्रशिक्षणार्थी को DBT के माध्यम से किया जायेगा। ऐसे छात्र-प्रशिक्षणार्थी जोकि मंडल के पंजीकृत निर्माण श्रमिक अथवा उनकी संतान हैं, हेतु मध्यप्रदेश शासन द्वारा भुगतान की गई स्टाईपेंड राशि की प्रतिपूर्ति मध्यप्रदेश शासन की मांग अनुसार मंडल द्वारा की जायेगी।
7. **हितलाभ प्राप्त करने की प्रक्रिया -**
- अभ्यर्थी द्वारा मुख्यमंत्री सीखो-कमाओ योजना के पोर्टल पर पंजीयन कर प्रतिष्ठान में On-the-Job-Training (OJT) प्राप्त की जायेगी।
 - On-the-Job-Training के दौरान छात्र-प्रशिक्षणार्थी को मध्यप्रदेश शासन द्वारा स्टाईपेंड की 75 प्रतिशत राशि प्रदाय की जावेगी।
 - मध्यप्रदेश शासन द्वारा मंडल के छात्र-प्रशिक्षणार्थियों हेतु प्रदाय की गई स्टाईपेंड राशि की प्रतिपूर्ति के लिये छात्र-प्रशिक्षणार्थियों की सदस्य समग्र आई.डी. सहित सूची मांग पत्र के साथ मंडल को प्रेषित की जायेगी।
 - मंडल द्वारा मध्यप्रदेश शासन से प्राप्त सूची की जांच कर मंडल के छात्र-प्रशिक्षणार्थियों हेतु राशि की प्रतिपूर्ति मध्यप्रदेश शासन को की जायेगी।
8. **विसंगति का निवारण -** योजना में उल्लेखित शर्तों/नियमों के अतिरिक्त यदि कोई विसंगति उत्पन्न होती है, उस स्थिति में मंडल के सचिव का निर्णय अंतिम होगा।

रत्नाकर झा, सचिव.